

GUIDELINES ON CONDUCT, DISCIPLINE AND WELFARE MEASURES FOR STUDENTS



ANGRAU

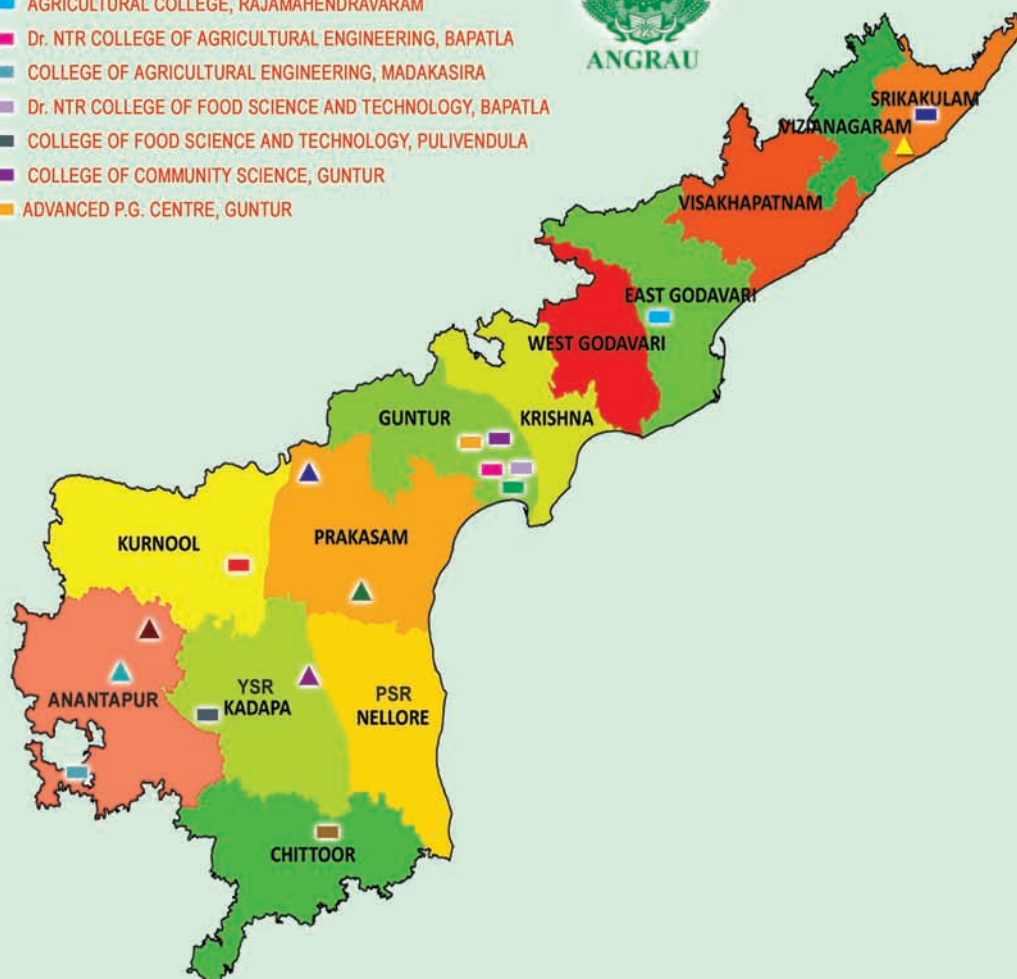
ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

Lam, Guntur – 522 034, A.P., INDIA

COLLEGES OF ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY

Constituent Colleges

- AGRICULTURAL COLLEGE, BAPATLA
- S.V. AGRICULTURAL COLLEGE, TIRUPATI
- AGRICULTURAL COLLEGE, NAIRA
- AGRICULTURAL COLLEGE, MAHANANDI
- AGRICULTURAL COLLEGE, RAJAMAHENDRAVARAM
- Dr. NTR COLLEGE OF AGRICULTURAL ENGINEERING, BAPATLA
- COLLEGE OF AGRICULTURAL ENGINEERING, MADAKASIRA
- Dr. NTR COLLEGE OF FOOD SCIENCE AND TECHNOLOGY, BAPATLA
- COLLEGE OF FOOD SCIENCE AND TECHNOLOGY, PULIVENDULA
- COLLEGE OF COMMUNITY SCIENCE, GUNTUR
- ADVANCED P.G. CENTRE, GUNTUR



Affiliated Colleges

- ▲ J.C. DIWAKAR REDDY AGRICULTURAL COLLEGE, TADIPATRI
- ▲ KADIRI BABU RAO COLLEGE OF AGRICULTURE, C.S. PURAM
- ▲ N.S. AGRICULTURAL COLLEGE, MARKAPURAM
- ▲ S.B.V.R. AGRICULTURAL COLLEGE, BADVEL
- ▲ SRI KINJARAPU YERRANNAIDU COLLEGE OF AGRICULTURAL SCIENCES, S.S.R. PURAM
- ▲ SRI KRISHNADEVARAYA COLLEGE OF AGRICULTURAL SCIENCES, ANANTAPURAMU

**GUIDELINES ON CONDUCT, DISCIPLINE
AND WELFARE MEASURES FOR STUDENTS**



ANGRAU

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

Lam, Guntur – 522 034, A.P., INDIA

January, 2021

Copies : 500

Compiled by

Dr S.R. Koteswara Rao

Dr B.V.S. Prasad

Dr M. Reddi Sekhar

Dr N. Sunanda

Dr J. Dayal Prasad Babu

Published by : **Dean of Student Affairs**, ANGRAU on behalf of
Acharya N.G. Ranga Agricultural University,
Lam, Guntur.

Printed at :

Ritunesthampress

Kornepadu, Guntur. 0863-2286228

CONTENTS

S.No.	Particulars	Page No.
	Foreword	i
	Preface	iii
CODE OF CONDUCT		
1	College	3-5
2	Hostels	5-10
3	Messes	10-11
4	Health Care	11
5	Duration of Stay	11
6	Bank Account	11
7	Grievance Redressal	11
8	Steps to be Undertaken to Maintain Harmony and Peace in the College and Hostels	12-13
9	Declaration by the hostel Boarder	14
REGULATIONS GOVERNING STUDENT CONDUCT AND DISCIPLINE		
10	Acts of Indiscipline and Misconduct	15-19
11	Penalties	19
12	Authorities for Maintenance of Discipline and Punishments	20-21
13	Guidelines for Conducting Enquiry	22
ANTI-RAGGING RULES AND REGULATIONS		
14	Prevention of Ragging in Colleges / Polytechnics	23-43
15	Anti-Ragging Affidavit by the Student / Parent/Guardian	44-45
16	Anti-Ragging Guidelines of Dept. of Higher Education, Govt. of A.P	46-48

S.No.	Particulars	Page No.
STUDENT-TEACHER COUNCIL		
17	Guidelines on constitution of Student–Teacher Council	49-50
STUDENT HEALTH CARE SCHEME		
18	Details on Implementation of Student Health Care Scheme	51-63
STUDENTS WELFARE FUND		
19	Creation of Students Welfare Fund	64-65
20	Constitution of Committee for Student Health Care Scheme and Students Welfare Fund	66
AGRICOS GREEN PROGRAMME		
21	Agricos Green Programme for Students	67-68
BEST STUDENT AWARD		
22	Guidelines for Best Student Award	69-70
ENHANCEMENT OF DAILY ALLOWANCE TO STUDENTS		
23	Educational Tours / Sports Meets	71-73



Dr. A. Vishnuvardhan Reddy

Vice-Chancellor



Acharya N. G. Ranga Agricultural University

Administrative Office, Lam, Guntur - 522 034. AP.

Email : vicechancellorangrau@gmail.com

FOREWORD

Acharya N.G. Ranga Agricultural University, one of the prestigious state agricultural universities in India established during 1964 with an objective to provide education mainly for the rural people in the state of Andhra Pradesh in agriculture and to promote research and extension programmes in agriculture and agricultural production. The University is offering diploma, undergraduate and post graduate education in the faculties of Agriculture, Agricultural Engineering and Technology and Community Science to suit to the present day requirements of agricultural education, research and transfer of technology. Students from different parts of the A.P. and India are pursuing their education in the University.

Besides providing quality education, ANGRAU gives higher priority for the maintenance of discipline in the colleges and hostels and implementing certain guidelines and regulations which provide an atmosphere for intellectual and personal development.

I am confident that this publication “Guidelines on conduct, discipline and welfare measures for students” will provide the information of the rules and regulations being implemented in the University to maintain the conducive environment for overall development of the students. I appreciate the committee members for their meticulous work in bringing out this book.

(A. VISHNUVARDHAN REDDY)



Dr. S.R. Koteswara Rao

Dean of Student Affairs and
University Librarian i/c



Acharya N.G. Ranga Agricultural University

Administrative Office, Lam,
Guntur – 522 034, A.P., INDIA
Office: 0863-2347008
e-mail: dsaangrau@gmail.com

PREFACE

Acharya N.G. Ranga Agricultural University, Guntur is a premier Agricultural University of national importance, actively involved in agricultural education, research and extension for the benefit of the farming community of our country. In the University there are eleven constituent colleges including one P.G centre, six affiliated colleges and one hundred polytechnics offering undergraduate, postgraduate and diploma courses in agriculture and allied subjects. Students from different parts of A.P, students from other states through JRF and SRF and foreign countries are pursuing their education in all these colleges/polytechnics of the University.

In order to provide the best environment in the campus for overall career development of the students, the University has framed certain guidelines to be followed pertaining to the student conduct, discipline and welfare. Two decades back i.e in 2002, ANGRAU had published “Existing provision for prohibiting ragging in educational institutions and student welfare measures in ANGRAU and ANGRAU Regulations-1986 (Student Conduct and Discipline) for this purpose. Later on with change of time old rules were amended and new guidelines were issued by the Government of India, Andhra Pradesh and ANGRAU. This necessitates the need for revision of the book by incorporating the latest rules, regulations and modifications of existing ones for the students. Hence the book “Guidelines on conduct, discipline and welfare measures for students” was compiled by incorporating all the guidelines pertaining to the students issued by the University from time to time.

This book contains the University policies and guidelines related to code of conduct of students, regulations governing student conduct and discipline, anti ragging rules and regulations and other student's welfare measures. These guidelines will be useful for uniform and transparent handling of the various issues of students in the University.

I congratulate the fellow members of book revision committee for compiling and brining all the regulations into the book form. I am also thankful to the Dr.A.Pratap Kumar Reddy, Dean of Agriculture, ANGRAU and Dr.D.Balaguravaiah, Dean of P.G Studies, ANGRAU for giving their valuable suggestions in finalizing the guidelines. I hope this book will be immensely useful for maintaining standards of the University.



(S.R.KOTESWARARAO)

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY, LAM, GUNTUR

Acharya N.G. Ranga Agricultural University (ANGRAU) was established under the name of Andhra Pradesh Agricultural University (APAU) on 12th of June, 1964 through the APAU Act 1963. Later, it was renamed as Acharya N.G. Ranga Agricultural University on 7th of November, 1996 in honour and memory of the veteran parliamentarian and *Kisan* leader, Acharya N.G. Ranga. The headquarters of the University have been shifted from Rajendranagar, Hyderabad to Lam, Guntur in May, 2016 after bifurcation of Andhra Pradesh. The ANGRAU at Lam, Guntur is serving the students and the farmers of 13 districts of residual Andhra Pradesh with renewed interest and dedication. Since its inception, the University is working with the following mandate:

- ✍ Train the manpower in Agriculture, Agricultural Engineering and Technology and Community Science for the development of the state (Teaching).
- ✍ Constantly generate and improve technologies for increasing the production in agriculture and for the welfare of rural folk (Research).
- ✍ Assist in dissemination of the improved technologies to the farmers of the state through line departments of Government (Extension).

In order to fulfill the teaching mandate and to impart the quality education to the students, ANGRAU has equipped with highly qualified teaching and supporting staff in 11 constituent Colleges (Agriculture-5; Agricultural Engineering-2; Food Science and Technology-2; Community Science-1; and Advanced Post Graduate Centre-1), six affiliated Agricultural Colleges and a total of 100 Polytechnics (19 constituent and 81 affiliated) in Agriculture, Seed Technology, Organic Farming and Agricultural Engineering.

Along with the quality education, the University gives higher priority for the maintenance of discipline and good conduct of students in the colleges and hostels. The students are expected to abide the rules and regulations of the University, state of Andhra Pradesh and statutes of the Constitution of India to promote a safe environment that is conducive to academic success and to ensure that each student graduates ready to contribute to the society as an ethical citizen.

Hence, the rules and regulations of the University pertaining to the conduct, discipline and welfare measures are herewith incorporated in this book for the benefit of the students and staff of the University.

CODE OF CONDUCT

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

ADMINISTRATIVE OFFICE, LAM, GUNTUR-522 034

Proc.No.08392(I)/SAS/2019

Date: 02-07-2020

Sub:- ANGRAU – SAS – General Code of Conduct of Students in the College and Hostels – Orders - Issued.

- Ref : 1 Memo. No.08392/SAS/2019, dated: 09-05-2019 of the Registrar, ANGRAU, Lam, Guntur
- 2 Memo No.08392/SAS/2019, dated: 22-05-2019 of the Dean of Student Affairs, ANGRAU, Lam, Guntur
- 3 Memo No.08392/SAS/2019, dated: 28-06-2019 of the Dean of Student Affairs, ANGRAU, Lam, Guntur

In order to maintain the high standards of discipline and dignified manner of behavior inside as well as outside the College campus by the students, ANGRAU has formulated the following rules and regulations to be followed by each student.

I. COLLEGE

- 1.1 Students are required to maintain standards of behavior expected from students of a prestigious University. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 1.2 A six-day working schedule from Monday to Saturday is followed as per the Time-Table fixed by the College.
- 1.3 Students shall come to the college in uniform as approved by the University. Students shall wear *Khaki* dress in Agronomy practical classes (Agriculture Faculty), Workshop Technology and Surveying (Agricultural Engineering Faculty). Besides those, who are in laboratories shall wear their respective lab-coats. Students shall not make any alterations to the Uniform. Any dress code violation noticed within the campus will attract a fine of Rs.50 and could initiate further disciplinary actions.
- 1.4 All the students shall wear their identity cards, well displayed. Identity Card is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that invites disciplinary action.
- 1.5 All the students are expected to be present in the class well within time.
- 1.6 Students shall rise from their seats when the teacher enters the classroom and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- 1.7 Teachers shall be greeted appropriately with “Good Morning” or “Good Afternoon” and “Thank you” when the teacher enters and leaves the classroom.

- 1.8 No student shall enter or leave the classroom when the session is on without the prior permission of the teacher concerned.
- 1.9 In the event of Student Seminars/Project presentations, etc., it is compulsory that all the students of the concerned class be present for the entire session.
- 1.10 Students can leave the campus during class hours only after getting permission from the Class Teacher/Advisor.
- 1.11 All students shall leave the classes immediately after completion. No student shall wander or gather in verandah, corridor, staircase, etc. Do not spend much time in canteen, coffee shops, etc.
- 1.12 All kinds of tattooing, body piercing, hair styling, etc. that goes against the existing social norms and which could go against the spirit of academic values will be referred to the disciplinary committee.
- 1.13 Students are expected to maintain silence in the academic buildings to maintain the decorum and any deviant behavior such as hooting, whistling, loitering, etc. will be treated as an instance of indiscipline.
- 1.14 Access to academic buildings beyond the working hours and on holidays without written permission from the concerned Head of the Department will be treated as a case of indiscipline.
- 1.15 All the students are advised not to use cell phones or other gadgets in the college premises including classrooms, examination halls, library, etc., if any student uses cell phones, the cell phones may be confiscated by the teachers.
- 1.16 Dispose the waste in the dust bins provided and keep the campus premises neat and clean.
- 1.17 Consumption of intoxicants/psychotropic substances in any form or smoking or using pan masala, etc. is strictly prohibited.
- 1.18 It is strongly advised to refrain from activities such as scribbling or writing on walls, doors, furniture and in washrooms which could deface the college and destroy the academic ambiance.
- 1.19 Carefully handle the furniture, equipment, fixtures and appliances of the college and laboratory. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near machines in motion and electrical installations. In the event of damage of property, the students involved will have to bear the cost of replacement/repair with fine.
- 1.20 Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.
- 1.21 Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.

- 1.22 Students who intend to represent the college in intercollegiate events shall strictly adhere to the rules and regulations laid by the College/University.
- 1.23 During the examinations students are advised to strictly follow the examination rules.
- 1.24 Anti-social/political activity in any form is not permitted in the College campus. Unauthorized meetings, celebrations, propaganda work, processions or fund collections are forbidden within the college, hostels, and outside the college.
- 1.25 Harassing, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence.
- 1.26 Misbehavior towards girl students, unnatural behavior, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- 1.27 Pay college fees, mess bills, etc. in advance or in time, which will avoid fines.
- 1.28 Expulsion from the College automatically leads to expulsion from the hostel.
- 1.29 Students are expected not to interact with media representatives or invite media on to the campus.
- 1.30 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 1.31 Students are expected to use the social media carefully and responsibly. They should not post derogatory comments on individuals/institution on the social media. If the students are found to be involved in such activities it will be viewed seriously.
- 1.32 Students should not involve in the retaliation activities. Retaliation against any person or group who makes a complaint, cooperates with an investigation or participates in the resolution process is a violation. Retaliation can take many forms, including continued abuse or violence, bullying, threats, intimidation and stalking.
- 1.33 Any violation of the conduct rules will invite penalty in the form of warning, fine, calling of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
- 1.34 In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the rules of University, all the staff members are empowered to initiate disciplinary procedure which in turn may lead to the constitution of an enquiry committee and further proceedings.

2. HOSTELS

- 2.1 The General Management of the Hostels is vested with the Chief Warden assisted by Warden and Additional Wardens. Student representatives will help in running the messes in the hostels.
- 2.2 As per the Act and Statutes of ANGRAU Act Sec.7 Sec.38 (K), no student of the University shall be permitted to reside outside the hostel maintained by the University except

with the permission of the Dean of Student Affairs. This clause shall not apply to the students who reside in the own house with their parents or under a proper guardian.

- 2.3 Students after registration should report to the Warden who will assign rooms. The decision of the Warden is final in the allotment of rooms.
- 2.4 Allotment of rooms will be done in alphabetical order of names of the students. They should stay in rooms allotted to them, otherwise they will be withdrawn from the hostel. Warden may expel any student from the hostel whose character and conduct are not satisfactory.
- 2.5 Each block of the hostel shall be demarcated for the boarders on the basis of year of study.
- 2.6 Hostel rooms shall be reallocated afresh to the boarders at the beginning of every academic year on the basis of year of study.
- 2.7 Rooms once allotted to the students for an academic year will not be changed except in special situations.
- 2.8 During the allotment process, each student shall submit his/her bio-data form and two latest passport size photographs with his/her signature on the photograph. The phone number and e-mail (if available) of the parent must be provided. Any change of address/phone number of the parent/local guardian, at any point of time, has to be intimated to the hostel office in writing.
- 2.9 Hostel boarders shall carry their identity cards, whenever they go outside the hostel and produce the same to the Security/Inspecting team/Warden/Chief Warden or any authorized person on demand.
- 2.10 Detained students will be permitted to occupy the rooms in the Hostel for the completion of the failed subjects.
- 2.11 Each student shall remit the deposits and developmental charges of Hostel as prescribed by the University. The remaining balance, if any, will be refunded to the students when they vacate the hostel on submission of Final No-Dues certificate.
- 2.12 Each student shall pay the establishment charges/maintenance charges decided by the College/University every month to meet the salaries of the hostel/mess staff.
- 2.13 Students should get prior permission from the Warden/Additional Warden whenever they leave the hostel for specified purposes other than attending to their regular classes. They should enter their name, place of visit, purpose, time of leaving and time of return in the Movement Register of the hostel. Students should return before 8:00 PM without fail.
- 2.14 Any girl inmate of the hostel who has gone out of the hostel premises for a personal errand shall return to the hostel latest by 8:00 PM. If she is delayed, she should render written explanation to the Caretaker of the hostel and occupy her seat in the room

allotted to her. The written explanation so submitted shall be forwarded to the Warden of the hostel by the Caretaker as soon as possible but not later than 9:00 AM on the next day.

- 2.15 PG Students should apply prior permission to the Warden or Additional Warden with the recommendation of the Chairperson of Advisory Committee/OAM (PG) / Head of the Department to leave the hostel in pursuit of research or academic matters.
- 2.16 Each student is permitted to go for shopping once in a week on a specified day and should return before 8:00 PM. Shopping should be done in the same city/town where the college is located. They should not go to the other cities/towns for shopping purpose.
- 2.17 Students are not permitted to go to guardian's house for overnight stay unless there is a specific written requisition from the parent.
- 2.18 Students have to acknowledge the receipt of the furniture items supplied to them individually. They will also be required to acknowledge the electrical installations. Furniture and other articles provided should not be removed/replaced from their rooms. The cost of furniture and electronic installations will be recovered from the inmates of the room, if they are found tampered or otherwise mishandled.
- 2.19 Students shall not remove any fittings from any other room and get them fitted in his/her room.
- 2.20 Boarders shall not use electrical appliances such as immersion coils, heaters, stoves, etc. in the rooms or anywhere in the hostels. Items will be confiscated and fine will be imposed against the boarders using electrical appliances. However, personal computer/laptop maybe used for academic purpose only on the grounds of personal responsibility.
- 2.21 Expenditure towards the replacement of electrical bulbs/tubes in the rooms shall be borne by the boarders themselves. However, the expenditure towards replacement of electrical bulbs/tubes in common areas, such as bath rooms, toilets, corridors, etc. shall be met from the hostel contingencies.
- 2.22 Boarders except international boarders shall not indulge in cooking food in the rooms, including preparation of tea/coffee, boiling milk, etc. Any boarder indulging in cooking inside the room or anywhere in the hostel shall be liable for action.
- 2.23 Students will also be held responsible for the general maintenance and upkeep of the rooms allotted to them. If the walls, windows and doors are pasted with posters/disfigured or spoiled, fine shall be imposed on erring students to recover the white washing and painting charges as the case may be.
- 2.24 In case of damage or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel in case the identity is not established as decided by the Warden.

- 2.25 Students should switch off all electrical/electronic appliances when they leave their rooms and keep it locked (at all times). They should ensure judicious use of water in the hostels.
- 2.26 Student meetings of any kind for any purpose are prohibited within the hostel either in the rooms or outside on their own.
- 2.27 Students are required to park the motor cycles/bicycles only in the space provided and in orderly manner. No motor cycle/two wheeler should be parked at the entrance or in the corridors. Students should obey all traffic rules inside the campus.
- 2.28 Guests and day scholars are not permitted to stay in the hostels. Bringing guests and day scholars in to the rooms and causing disturbances to roommates are not permitted. The students should not entertain unauthorized occupation of any other friends in their rooms. If any guest is found in any room, a fine of Rs.1000/- will be imposed for the first time and, if repeated, the inmate may be fined Rs.1500/- and/or asked to leave the hostel.
- 2.29 Parents or blood relatives of boarders may be permitted to stay in the Guest rooms/house for maximum period of two days, with the permission of hostel Warden.
- 2.30 Visitors are allowed on all working days from 5:00 PM to 7:00 PM in the Visitor's Hall only. The visitors must sign in the Visitor's Register.
- 2.31 In women's Hostel except ladies, others should not be allowed inside the hostel building and rooms. Ladies may be permitted with the prior permission from the Warden or Additional Warden (Women's Hostel).
- 2.32 There shall be silent hours maintained from 9:00 PM to 6:00 AM in the hostels.
- 2.33 Use of audio systems which may cause inconvenience to other occupants is not allowed. Howling or making loud noises in the hostel is prohibited.
- 2.34 Students are prohibited from keeping knives, sticks or any other weapons in the hostel rooms.
- 2.35 Smoking and consumption of alcoholic drinks and/or narcotic drugs in the hostel premises is strictly prohibited. Students shall not be allowed to enter the hostel premises in intoxicated state. They should also not possess such materials. Severe action will be taken for any default including expulsion from hostels and rustication from the University.
- 2.36 Playing card games or any form of gambling in the rooms at any time of the day or night is strictly prohibited. Any student violating this rule shall be liable for expulsion from the hostel.
- 2.37 When required by the Warden for good reasons, the residents shall vacate the room temporarily. Any room in the hostels can be opened for inspection by the Warden or any other official of the University at any time during day or night. In case of necessity, the Warden shall have powers to break open the lock of the room for inspection.

- 2.38 No student shall quarrel or misbehave with or use abusive language against other students or any employee of the hostel including the ward boy, sweeper, mess servants, etc. Any misbehavior on the part of any employee shall be brought to the notice of the Warden who will take necessary action. Any form of ragging is considered a crime and subjected to legal action.
- 2.39 Students shall not act or cause others to act in such a manner to create disturbances among other inmates of the hostel. All acts of indiscipline are prohibited and punishable.
- 2.40 Students shall not demand any special service from hostel servants. Students are restricted from carrying tumblers, vessels, furniture or any other article belonging to the hostel mess and common rooms to their rooms.
- 2.41 Notices that are signed or countersigned by the Warden or by other University authorities should only be put on notice boards of hostel.
- 2.42 Students are advised not to keep valuable articles in the rooms. They are advised to lock their rooms during their absence.
- 2.43 A hostel resident should obtain the prior permission of the Warden for any temporary absence from the Hostel. In the case of a student remaining absent from the hostel for more than 7 days without prior permission, it will be presumed that he has left the hostel, and the hostel authorities reserve the right to take possession of the room. The luggage of the resident concerned, if any, will be deposited in the storeroom of the hostel. If the luggage is not claimed within three months, the Hostel authorities may dispose it off in any manner considered suitable. Alternatively, the hostel authorities may charge a penal rent @ Rs. 10/- per day in addition to the normal charges for such a period of absence.
- 2.44 Students who have submitted their thesis may be permitted to stay in hostel up to three months from the date of submission of thesis or up to 15 days from the date of final viva-voce whichever is earlier subject to availability of hostel accommodation on payment of water and electricity charges fixed by the hostel warden.
- 2.45 A 'Complaint box' shall be fixed at a prominent place in each of the Hostel and College. Signed complaints with full name and address shall only be taken into consideration.
- 2.46 Candidature of the erring students should not be considered for the award of the Best Student Award.
- 2.47 Any student found forging parents'/authorized guardians' signature, will be expelled from the hostel.
- 2.48 A student against whom any disciplinary action has been taken by any Hostel or Department or College of the University will not be allowed to stay in the hostel as a

resident or as a guest. Any resident who entertain such a person as a guest will be liable for disciplinary action.

- 2.49 Chief Warden and Warden shall identify the 'Best Hostler and 'Best Room' in every hostel at the end of every year after observing for a period of one year. Such students shall be awarded with prizes and certificates either at the 'College Day' or 'Hostel Day' function.
- 2.50 General Body Meeting of Boarders with Warden should be conducted at monthly interval to discuss about the issues pertaining to the Hostels and messes.
- 2.51 Students residing in the hostels shall be required to abide by the current hostel rules and other instructions issued by the hostel authorities from time to time. Any breach of hostel rules and deviation of such instructions will render a student liable to disciplinary action.
- 2.52 A complaint register should be maintained in the office of the hostel warden for complaining any problems / issues pertaining to the hostels.

3 MESSES

- 3.1 Messes in the Colleges will be run by the students of the hostel in consultation with the Hostel authorities on a no-profit and no-loss basis according to the rules framed for the purpose by the Hostel authorities.
- 3.2 Food will be served according to the time schedule fixed.
- 3.3 Boarders shall be seated in a serial order in the dining hall and they shall not sit wherever they like, when they come for dining. They shall occupy seats serially at one dining table and after the seats are filled the boarders coming subsequently shall occupy the seats at the next dining table in a serial order.
- 3.4 Food is provided to its boarders according to a fixed menu. No special diet can be supplied to any member, except when he/she is sick. Such special diet will generally be supplied only on the advice of the Medical Officer.
- 3.5 Food will not be served in students rooms except for sick students, that too on the advice of the Medical Officer/Warden.
- 3.6 Extra dishes of any kind cannot be claimed as a matter of right, but will be supplied subject to availability. Those who need extras shall inform the Mess Supervisor on the previous day. These will be supplied subject to availability.
- 3.7 No diner shall waste the food. Paying mess bill does not entitle a diner to waste food.
- 3.8 Ordinarily, mess remission will not be granted for the absence during examination days. Remission will be granted if he/she is absent from mess for more than three days with prior permission of the Warden.
- 3.9 Students are expected to enter the dining hall in proper dress and maintain decorum. Mess worker should wear aprons / tops while serving food in dining hall.

- 3.10 All students shall interact with the mess staff in the dining hall in a courteous manner.
- 3.11 Students are not permitted to bring guests to the messes without the permission of the Warden. If a guest is likely to take food in the mess, the same has to be informed to the Mess Secretary at least six hours in advance.
- 3.12 All the items required for the mess in the hostel such as provisions, vegetables, fruits, eggs, meat, etc. shall be purchased by the Mess Committee and not by an individual member of the Committee, accompanied by Hostel Warden/Additional Warden.
- 3.13 Accounts of the messes are maintained separately for each mess. A student committee is also involved in counter checking of the accounts. The monthly expenses are proportionately divided amongst the boarders. Students should clear the mess dues before the stipulated time, or else fine as approved by the Hostel Warden will be levied.

4 HEALTH CARE

Any physical indisposition should be reported to the Warden and the Medical Officer at the University Dispensary. Those who need to consult specialists should get prior permission from the Medical Officer.

5 DURATION OF STAY

Students can reside in Hostel only for the maximum period of their study, three years for Diploma in Agriculture/Seed Technology/Organic Farming and four years for Diploma in Agricultural Engineering, Seven Years for UG i.e B.Sc.(Hons) Agriculture / B.Sc.(Hons) Community Science / B.Tech.(Agrl.Engg.) / B.Tech. (Food Technology), Four Years for PG i.e. M.Sc./ M. Tech. and Six Years for Ph.D.

6 BANK ACCOUNT

All the students must open savings bank account in the bank specified by the respective colleges for money transactions towards remitting mess dues, scholarship amounts and repayment of any dues from the hostel. Scholarships/ Fellowships/Education assistance will be credited in the accounts of the individual students after the receipt of the amount from the concerned sources.

7 GRIEVANCE REDRESSAL

- 7.1 Students may approach the higher officers for help, guidance and grievance redressal. Representations to higher Officers/Authorities must be made through proper channel.
- 7.2 Girl students are advised to approach Women Protection Cell of the respective colleges pertaining to their grievances.

- 8 STEPS TO BE UNDERTAKEN TO MAINTAIN HARMONY AND PEACE IN THE COLLEGE AND HOSTELS**
- 8.1 No person who is not a student of the concerned educational institution shall be allowed to enter the premises of the educational institution or its hostel without obtaining prior written permission of the Associate Dean/Principal of that Institute.
- 8.2 Associate Deans/Principals, Wardens and Addl. Wardens shall make frequent visits to the hostels especially during the nights to ensure that no unauthorized person is staying in the hostels and also to maintain proper discipline in the hostels.
- 8.3 A committee of teachers shall be constituted to interact with the students to find out their grievances and also to make visits to hostels to assist the College Administration in maintaining harmony and peace among the students.
- 8.4 Advisory System should be strengthened and regular meetings between the students and Advisors shall be arranged. Timing may be fixed in the time-table to facilitate the Advisory Meetings and this should be implemented in true spirit.
- 8.5 Poor academic performance of students may be intimated to the parents.
- 8.6 Parents may also be informed, whenever the mess bill is not paid after one month from the last date of grace period.
- 8.7 The matter relating to peace and harmony in the Colleges and Hostels shall be reviewed by Associate Dean, Principal, Heads of Depts., Wardens, OSA and Academy In-charge at regular intervals.
- 8.8 All the mess bills shall be accounted properly.
- 8.9 Parents may be informed whenever the students are involved in any act of indiscipline in hostels and Colleges.
- 8.10 Congregation of groups of students in boarders rooms shall not be permitted.
- 8.11 Associate Deans/Principals and Wardens shall exercise their powers as per “ANGRAU– Regulations Governing Student Conduct and Discipline”. The matter may be referred to the University only when it is beyond the powers of Associate Deans/Principals.
- 8.12 Associate Deans/Principals shall encourage participation of students in sports, games, cultural and literary activities so that their attention may be diverted from the acts of indiscipline.
- 8.13 Wardens shall instruct the hostel workers to behave properly with the boarders and the boarders also shall deal with hostel workers decently.
- 8.14 Wardens and Caretakers shall ensure quality of food in the hostels.
- 8.15 Associate Deans/Principals are requested to ensure that either the Warden or Addl. Warden stays in the girls’ hostel till late in the evenings to keep a watch on the

movement of girl inmates of the hostel. If a girl student is returning to the hostel late in the evenings, the hostel Warden may issue a warning to her under intimation to her parents. If she repeats the same, action may be initiated as per the University Regulations governing student discipline and conduct.

- 8.16 Necessary instructions shall be given to all hostels caretakers to maintain all the circulars/instructions/guidelines/rules/regulations issued by the University from time to time, in a separate file and place before the Warden/Addl. Warden, whenever there is a change of Warden/Addl. Warden with a view to acquaint himself/herself with the Hostel Rules/ Regulations/Guidelines.

S.R. KOTESWARA RAO
DEAN OF STUDENT AFFAIRS

To,

All the Associate Deans of Colleges of ANGRAU

All the Principals of the Polytechnics of the ANGRAU

The Special Officer, APGC, Lam, Guntur

Cc: to PA to the Dean of Agriculture / Dean of Agrl.Engg. & Technology / Dean of Community Science / Dean of P.G. Studies, ANGRAU

Cc: to PA to the Registrar, ANGRAU

Cc: to PS to the Vice- Chancellor, ANGRAU

Cc: SF/SC

9. DECLARATION BY THE HOSTEL BOARDER

I, Mr. /Ms. _____ I.D.No. _____ of _____
year Diploma in Agriculture/Seed Technology/Organic Farming/Agricultural
Engineering/ B.Sc.(Hons)Agriculture / B.Sc.(Hons) Community Science /
B.Tech.(Agrl.Engg.) / B.Tech. (Food Technology) / M.Sc./ M. Tech./ Ph.D.
Course and a resident of the Students Hostel, do hereby declare that I will

Photo

1. Not go outside the hostel after 7:00 PM without the permission from the Warden
2. Seek permission of the Warden to talk to my parents or relatives who visit the hostel to see me
3. Undertake the responsibility of hostel inventory (Meal plates, tumblers, utensils, furniture, electrical appliances, etc.) and forbid their use outside the hostel
4. Not take any reading material, intended for common reading purpose to my room.
5. Adhere to the timings specified by the committee of the T.V. Hall and maintain decent behavior.
6. Keep my room and the Hostel premises neat and clean
7. Not indulge in ragging or teasing the fresher or fellow students.

If, I violate any of the hostel rules, I agree that I am liable to be expelled from the Hostel.

Signature of the Hostel Boarder

Place:

Date:

Signature of Parent / Signature of Local Guardian

Address:

Contact No.:

e-mail: (if available)

**REGULATIONS GOVERNING
STUDENT CONDUCT AND DISCIPLINE**

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE, LAM, GUNTUR-522 034

Proc.No.08392(II)/SAS/2019

Date: 02-07-2020

Sub: ANGRAU – Regulations Governing Student Conduct and Discipline – Orders - Issued.

- Ref : 1. Proc.No.2138/Acad.II/82,dated:9.12.1970 of the Registrar, APAU
2. MemoNo.50105/Acad.11/82,dated:4.10.1982 of the Registrar, APAU
3. Proc.No.1275/Acad.II/86, dated 30-10-1986 of the Registrar, APAU.
4. Proc. No.230/Acad.II/A2/98, dated 03-02-1998 of the Registrar, ANGRAU, Rajendranagar, Hyderabad.
5. Proc.No.10082/Acad.II/A2/2001 dt.12.10.2001 of the Registrar, ANGRAU, Rajendranagar, Hyderabad.
6. Memo No.08392/SAS/2019, dated:09-05-2019 of the Registrar, ANGRAU, Lam, Guntur
7. Memo No.08392/SAS/2019, dated: 22-05-2019 of the Dean of Student Affairs, ANGRAU, Lam, Guntur.
8. Memo No.08392/SAS/2019, dated: 28-06-2019 of the Dean of Student Affairs, ANGRAU, Lam, Guntur.

The following among others are the ANGRAU regulations governing Student Conduct and Discipline after incorporation of the recommendations of the revision committee vide 6th, 7th and 8th references.

REGULATIONS

1. Students admitted to any college under the control of the University are expected to behave themselves in a disciplined way befitting a scholar both on and off the campus.
2. Acts of indiscipline and misconduct

The following, among others, shall constitute acts of indiscipline and misconduct:

- (a) Irregular attendance and negligence in attending to the work assigned.
- (b) Causing or instigating others to cause disturbance to the process or any normal activity of the College, University Hostel, Library, Examinations, Meetings, Sports, Games, Literary and cultural events, NSS, NCC, Educational tours or any formal function.
- (c) Impolite or offensive behavior or use or show of force against any member of the teaching or non-teaching Staff of the College or Hostel or University or among students themselves on or off the campus.
- (d) Resorting to unfair means during Mid–Semester, Practical and Final theory examinations or any other Examination.

- (e) Causing willful damage to furniture or any other property of the College or hostel or the University or tampering with any fittings including sanitary, electrical, etc.
- (f) Disfiguring wall or other surfaces of the College or Hostel or University buildings or furniture or other equipment.
- (g) Holding or attending political or any other meeting on the campus not approved by the University.
- (h) Committing forgery, tampering with or misuse of University documents, records, identification cards or impersonation or furnishing of false certificates or false information to the University.
- (i) Possession or use of alcoholic drinks, dangerous drugs or intoxicants or any other offensive material.
- (j) Possession or use of lethal weapons such as knives, lathies, cycle or motor cycle chains, iron rods, sticks, explosives, etc. or keeping any such items in the hostel rooms or anywhere on the campus.
- (k) Bringing, harboring or entertaining any stranger of doubtful antecedents or antisocial elements within the premises of the college, hostel or any building belonging to the University or anywhere on the campus.
- (l) Arousing communal, caste or regional feelings or creating disaffection among the students.
- (m) Organizing or abetting or participating in any agitation or strike
- (n) Any kind of ragging on or off the Campus.

Vide D.O No.1-15/2009 (ARC) pt.III, dated 27-05-2019 of the Secretary, University Grants Commission, New Delhi has notified 3rd amendment in UGC regulations on 29th June 2016 to expand the definition of ragging by including the following:

“Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background”

- (o) Spreading or causing to spread misleading reports or rumors which may disturb the peace on the campus.
- (p) Academic dishonesty:
 - i) Acquiring answers for any assigned work or examination from any unauthorized source;
 - ii) Working with another person or persons on any assignment or examination when not specifically permitted by the Teacher;
 - iii) Observing the answers/work of other students during any examination;

- iv) Providing answers for any assigned work or examination when not specifically authorized to do so;
 - v) Informing any person or persons of the contents of any examination prior to the time the examination is conducted;
 - vi) Falling to credit sources used in a work/product in an attempt to pass off the work as one's own;
 - vii) Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources;
 - viii) Conspiring/Conniving with one or more persons to commit any act of academic dishonesty;
 - ix) Falsification of the results obtained from a research or laboratory experiment;
 - x) Written or oral presentation of results or research or laboratory experiments without actually conducting the research or laboratory experiments;
 - xi) Copying part or whole of the thesis/dissertation project report of others;
 - xii) Impersonation in any type of examinations(s), class attendance, registration of courses, etc.; and
 - xiii) Using of blue tooth/electronic gadgets during the examinations
- (q) Classroom behavior:
- i) Engaging in disruptive classroom behavior;
 - ii) Interference in peaceful conducting of the class by the teacher;
 - iii) Interference in the process of other students to benefit from the instructional programme;
 - iv) Abusing the teacher; and
 - v) Use of cell phones in the classroom.
- (r) Computing:
- i) Misuse of computing resources;
 - ii) Failure to comply with laws, license, agreements and contracts governing networking, software and hardware use;
 - iii) Use of computing resources for unauthorized commercial purposes or personal gains;
 - iv) Failure to protect one's password or use of the account;
 - v) Breach of computer security, harmful access or invasion of privacy;
 - vi) Alteration, damage or destructions of data;
 - vii) Injection of a computer virus;

- viii) Reading files without authorization;
 - ix) Creating a computer malfunction or interruption of operation;
 - x) Resorting to unethical hacking of computer network resources; and
 - xi) Reading and copying of files without authorization/permission.
- (s) Sexual harassment
- Performing or attempting to perform sexual acts through Physical, verbal, graphic, written actions, cell phones or other electrical gadgets.
- (t) Physical abuse:
- i) Attempting or causing injury to an individual; and
 - ii) Causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.
- (u) Breaching campus safety or security:
- i) Unauthorized access to University facilities;
 - ii) Damaging door locks;
 - iii) Unauthorized possession of University/College keys or documents;
 - iv) Duplicating University/College keys;
 - v) Tampering with fire safety equipment /electricity meters/water meters/ other equipment;
 - vi) Placement of equipment, furniture or vehicles so as to obstruct the means of access to/from University/College buildings;
 - vii) Damaging University property;
 - viii) Resorting to unauthorized strikes/dharnas/agitations in the campus; and
- ix) Display of personalized posters/banners
- (v) Theft :
- i) Theft of public or private property;
 - ii) Theft of University/College/Polytechnic property; and
 - iii) Knowingly possessing stolen property.
- (w) Failure to comply with the proper and lawful directions of an authorized official. Failure to present identification upon the request of an authorized person of the University.
- (x) Library books, Journals, Magazines, etc.:
- i) Theft of whole or part of books, journals, magazines from any of the libraries of the University;

- ii) Tearing papers, photos, etc. from books, journals, magazines, etc.
- iii) Defacing of books, journals, magazines, etc.
- iv) Writing with pen/pencil in the books, journals, magazines, etc.
- v) Misuse of internet facility;
- vi) Misuse of CD-ROM facility and e-resources; and
- vii) Violating of library rules and regulations.

(y) Failure to appear for a College/Polytechnic/University disciplinary proceedings:

“Failure to respond to allegations or to testify, when reasonably notified to do so.”

3. Penalties

The following (minor and major) penalties may be imposed on any student for any act of indiscipline or misconduct.

Minor Penalties

- (a) Written warning
- (b) Fine
- (c) Cancellation of attendance
- (d) Suspension from the class or college or hostel
- (e) Recovery of pecuniary losses caused to the University property
- (f) Suspension or cancellation of scholarships or any financial assistance from any source
- (g) Cancellation of performance at any test or examination

Major Penalties

- (h) Debarment from the College or hostel for a period not exceeding two semesters
- (i) Expulsion from the University
- (j) Filing criminal case against the erring student
- (k) Cancellation of the admission

Note: Reasonable opportunity should be given to the student to defend himself/herself before any penalty is awarded.

4. The following **authorities** who are responsible for the maintenance of discipline within their respective spheres of operation shall be competent to exercise disciplinary powers:

- (a) Teacher
- (b) Warden
- (c) Associate Dean/Principal
- (d) Dean of Student Affairs
- (e) Committee of Deans

(a) Teacher

- i. Teacher shall be competent to admonish, issue a written warning, impose a fine not exceeding Rs.100/- at a time or suspend a student for maximum of three consecutive classes.
- ii. Appeal against the punishment imposed by a teacher shall lie to the Head of the Department whose decision shall be final.
- iii. Provided where the punishment is imposed by the Head of the Department, an appeal shall lie to the Associate Dean/Principal, whose decision shall be final.
- iv. Provided further that where the Associate Dean/Principal is the Head of the Department, an appeal shall lie to the Dean of Student Affairs, whose decision shall be final.

(b) Warden

- i. Warden shall be competent to admonish, issue a written warning, impose a fine not exceeding Rs.500/- at a time or order the recovery of pecuniary loss caused to the hostel or any other University property or suspend a student from the hostel for a period not exceeding two Semesters for the infringement of any of the hostel regulations.
- ii. An appeal against any punishment imposed by the Warden shall lie to the Associate Dean/Principal, whose decision shall be final.

(c) Associate Dean/Principal

Associate Dean/Principal of the College/Polytechnic shall be responsible for the overall maintenance of discipline among the students of the College/ Polytechnic; he/she shall be competent to suspend the student/ students from College/ Polytechnic/Hostel pending enquiry and to impose any of the following punishment:

- a) Written Warning
- b) Fine upto Rs.1000/-
- c) Suspension or cancellation of scholarship or any other financial assistance
- d) Cancellation of performance in a course
- e) Cancellation of performance in all courses
- f) Debarment from the college for period not exceeding one Semester

Where a major penalty is proposed to be imposed, the procedure for the conduct of enquiry shall be as laid down in the Annexure.

5. Associate Dean/Principal shall make a report to the Dean of Student Affairs of each case in which a major punishment has been imposed.
6. An appeal against any punishment imposed by the Associate Dean/Principal shall lie to the Dean of Student Affairs whose decision shall be final.

7. Where the following punishments are proposed to be imposed on a student, the Associate Dean/Principal shall send a report along with the findings and record of the enquiry to the Dean of Student Affairs who shall place it before the Committee of Deans comprising the Deans of Faculties with Dean of Student Affairs as its Convener. Based on the recommendations of the committee, the University may consider the imposition of any of the following punishments referred herein;
- a) Debarment from the College exceeding one Semester
 - b) Expulsion from the University
 - c) Any other disciplinary action at the discretion of Committee of Deans
8. Expulsion from the University
- A student who has been convicted by any Court of law for any offence punishable under the Indian Penal code and sentenced or imprisonment for period of not less than six (6) months shall be liable for expulsion from the University.
9. A Student found guilty of grave misconduct including an assault on the member of the staff, teaching or non-teaching, shall be liable to expulsion from the University. An appeal shall lie to the Vice-Chancellor whose decision shall be final.

S.R. KOTESWARA RAO
DEAN OF STUDENT AFFAIRS

To
All the Associate Deans of Colleges, ANGRAU
All the Principals of Polytechnics of ANGRAU
The Special Officer, APGC, Lam, Guntur
Cc: to all the University Officers of ANGRAU
Cc: to PA to the Registrar, ANGRAU
Cc: to PS to the Vice-Chancellor, ANGRAU
Copy to: sf/sc

13. GUIDELINES FOR CONDUCTING ENQUIRY

Before any punishment imposed on an erring student, sufficient evidence should be gathered by way of issuing a Memo. calling for his/her explanations to preliminary enquiry, besides giving him/her reasonable opportunity to defend himself/herself.

If the misbehavior or misconduct is of serious nature, an enquiry to determine the nature and quantum of offence of the student should be conducted.

The punishing authority shall appoint a Faculty Member or a Committee of three (3) Faculty Members as an Enquiry Officer/Committee, if there are grave acts of indiscipline or misconduct or violence.

Enquiry officer or members of the enquiry committee should be men/women of open mind and they should not be biased against erring student.

Enquiry Officer/Enquiry Committee should frame appropriate charges with reference to the matter reported or gathered. The Charge Memo. should contain

- i) Definite charge or charges;
- ii) Under each charge, the grounds on which that charge is based;
- iii) Charge Memo. should not indicate the punishments to be imposed.
- iv) Charge Memo. should conclude with the following “please explain why suitable disciplinary action should not be taken against you on the charges mentioned above’.

Reasonable opportunities should be given to the erring student, even after he/she files a written statement in reply to charge memo. If he/she has any evidence to produce, he/she may be permitted to do so, if in the opinion of the Enquiry Officer/ Committee such an opportunity is necessary. The enquiry Officer/Committee may also examine any evidence, if available, against the erring student.

Based on the explanation given and in the light of the evidence rendered for and against the erring student the Enquiry Report may be drawn up in an impartial way indicating the punishment to be imposed.

If the charge or charges are proved partially or fully and if the punishing authority is convinced of the findings of the Enquiry Officer/Committee, the punishing authority shall issue a show cause notice to the erring student indicating the punishment to be imposed. If the replies to the show cause notice are not convincing, the punishing authority shall order such punishment as he/she deems fit.

ANTI RAGGING RULES AND REGULATIONS

14. Prevention of Ragging in Colleges / Polytechnics

Acharya N.G. Ranga Agricultural University is giving directions time to time to all Colleges/ Polytechnics under its jurisdiction to follow the guidelines of the University Grants Commission, New Delhi and Andhra Pradesh State Higher Education issued below to curb the menace of ragging.

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

ADMINISTRATIVE OFFICE, LAM, GUNTUR-522 034

Proc.No.08392(III)/SAS/2019

Date: 02-07-2020

Sub:- ANGRAU – SAS – Prevention of ragging in all the educational Institutions of the University – Instructions – Issued.

- Ref :
- 1 D.O.Lr.No.33896/Acad, II/97,dated : 14-10-97 of the Dean of Student Affairs, ANGRA, Rajendranagar, Hyderabad.
 - 2 Circular memo No.33896/Acad.II/Ae/97, dated: 15-11-1997 of the Dean of Student Affairs, ANGRAU, Rajendranagar, Hyderabad.
 - 3 MemoNo.33896/Acad.II/A2/97, dated:28-11-1997 of the Dean of Student Affairs, ANGRAU, Rajendranagar, Hyderabad.
 - 4 Proceedings No.31357/Acad.II/99, Dated: 23-9-1999 of the Dean of Student Affairs, ANGRAU, Rajendranagar, Hyderabad.
 - 5 Circular Memo.No.31529/Acad.II/a2/99, dated:3-11-1999 of the Dean of Student Affairs, ANGRAU, Rajendranagar, Hyderabad.
 - 6 Circular Memo.No.00965/Acad.II/2000,dated:26-1-2000 of the Registrar, ANGRAU, Rajendranagar, Hyderabad.
 - 7 Circular Memo. No. 00979/Acad.II/A2/2000, dated:28-3-2000 of the Registrar, ANGRAU, Rajendranagar, Hyderabad.
 - 8 Cir.Memo.No. 26877/Acad.II/A2/2000, dated 9-9-2000 of the Registrar, ANGRAU, Rajendranagar, Hyderabad.
 - 9 Memo. No. 30197/Acad.11/A2/2001,dated 20-7-2001of the Dean of Student Affairs, ANGRAU, Rajendranagar, Hyderabad.
 10. Memo No.08392/SAS/2019, dated:09-05-2019 of the Registrar, ANGRAU, Lam, Guntur

The University has issued several instructions in the past to all the Associate Deans of Colleges/Principal of Polytechnics for preventing ragging of students in all the educational institutions vide ref.1st to 9th cited. But, reports of ragging are being received from some Colleges/Polytechnics/Hostels of the University.

Therefore, it is reiterated once again that all the Associate Deans of Colleges/ Principal of Polytechnics of the University shall take all measures to prevent 'Ragging' anywhere in the college/polytechnic including hostels, by taking into account the following instructions.

1. All the Students shall be informed in advance that the students indulging in ragging will be expelled from the University.
2. Parents of all Students shall be informed in writing to instruct their wards to desist from indulging in ragging. The parents shall also be informed that their wards will be expelled from the University, if they indulge in any type of ragging, besides providing the details of provisions available in the law and in the University for taking stringent action against the erring students.
3. The contents pertaining to UGC regulations on curbing the menace of Ragging, ANGRAU Regulations governing student discipline and conduct, Hostel Guidelines and other instructions and circulars issued by the University from time to time in this regard, shall be brought to the notice of all the students. Copies of the above shall be provided to all hostel Wardens, Officer In-charge of Student Affairs, Academic Advisors, Security personnel and each student and acknowledgement should be obtained from the student.
4. Unauthorized persons should not enter or stay in the hostel without written permission.
5. All the existing Rules and Regulations shall be enforced effectively and strictly to curb ragging.
6. Anti-ragging committees consisting of the Associate Dean/Principal concerned, students, parents, and faculty members shall be constituted, and these committees shall keep a strict vigil in the college, polytechnic, hostels, and other places concerned.
7. Associate Deans/Principal and Heads of Departments shall make regular and frequent visits to the classrooms, Departments and other places in the College and Hostels at odd hours too, besides making visits during the working hours of the College.
8. Wardens of all hostels are instructed to visit the hostels at regular intervals every day including visits during the nights and take all precautionary measures to prevent ragging. The Associate Deans/Principals who are also the Chief Wardens of hostels are also requested to make visits to the hostels.
9. Arrangements shall be made to keep a strict vigil on holidays also.
10. Posters pertaining to the anti-ragging measures and punishments for ragging shall be displayed in the college and hostels.
11. Proper planning shall be made in advance, before the commencement of classes of first year students, by involving Associate Dean/Principal, senior students, parents, Heads of Departments and other faculty members including OSA and Hostel Wardens for the purpose of taking all possible steps to prevent ragging.
12. Hostel Wardens along with the Hostel supporting staff shall be asked to keep a strict vigil in the hostels including common places, such as dining hall, T.V. room, reading room, recreation room, etc.
13. The action taken by ANGRAU in expelling nine U.G. students of College of Agriculture, Rajendranagar, for indulging in an incident of ragging during the year 1997-98, may be brought to the notice of all students, with a view to educate the students about the serious punishment imposed on erring students about the serious punishment imposed on erring students.

14. Student Advisors shall be instructed to have regular meetings with their wards and educate them about the evil of ragging and about the expulsion from the University they have to face, in case they indulge in ragging.
15. Students-Teacher Council must be constituted in each College as per the orders issued by the University.
16. All the Associate Deans/Principals are requested to achieve the objective of 'No ragging in this University'. Since 'Prevention is better than cure' prevention of ragging should be aimed at and stringent action including expulsion from the University of erring students, if any, shall be implemented.
17. Associate Deans/Principals are requested to send letters to Station House Officers in their jurisdiction, so as to ensure prompt action by the police in eradicating the crime of ragging in Colleges/Polytechnics.
18. All the Associate Deans/Principals are requested to constitute Anti-ragging squads and to enforce all provisions in rules for the purpose of preventing ragging even in a mild form. All the Associate Deans/Principals are informed that, if they do not follow the rules issued by the University from time to time for prevention of ragging, they will be personally held responsible for violation of rules.
19. For effective curbing of the menace of ragging, anti-ragging rules/regulations/guidelines issued by the University Grants Commission, New Delhi and Andhra Pradesh State Council for Higher Education are herewith enclosed
 - i. UGC regulations on curbing the menace of ragging in higher educational institutions, 2009.
 - ii. Circular Memo.No.7525/CE.A1/2016, dated:06-12-2016 of the Principal Secretary to Government – Higher Education (CE) Department – Anti-ragging Policy – Comprehensive Guidelines.

All the Associate Deans/Principals are requested to follow the above guidelines strictly to prevent the ragging.

Encl:a/a

S.R. KOTESWARA RAO
DEAN OF STUDENT AFFAIRS

To,

All the Associate Deans of Colleges of ANGRAU
All the Principals of the Polytechnics of ANGRAU
The Special Officer, APGC, Lam, Guntur

Cc: to PA to the Dean of Agriculture / Dean of Agrl.Engg. & Technology / Dean of Community Science / Dean of P.G. Studies , ANGRAU

Cc: to PA to the Registrar, ANGRAU

Cc: to PS to the Vice- Chancellor, ANGRAU

Cc: SF/SC

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

(under Section 26 (1)(g) of the University Grants Commission Act, 1956)

(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART III, SECTION-4)

F.1-16/2007(CPP-II)

Dated 17th June,2009.

PREAMBLE.

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission 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 other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, 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 University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

1. Title, commencement and applicability.-

- 1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions,2009".
- 1.2 They shall come into force from the date of their publication in the Official Gazette.
- 1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and

all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

2. Objectives.-

To prohibit 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, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, 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; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. 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 indisciplined 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 afresher;
- 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.
- 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, 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, post, 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.

4. Definitions.-

- 1) In these regulations unless the context otherwise requires,-
 - a) “Act” means, the University Grants Commission Act, 1956 (3 of 1956);
 - b) “Academic year” means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
 - c) “Anti-Ragging Helpline” means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
 - d) “Commission” means the University Grants Commission;
 - e) “Council” means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.
 - f) “District Level Anti-Ragging Committee” means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
 - g) “Head of the institution” means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
 - h) “Fresher” means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
 - i) “Institution” means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of

such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

- j) “NAAC” means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;
- k) “State Level Monitoring Cell” means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case maybe.

(2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case maybe.

5. Measures for prohibition of ragging at the institution level:-

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,
- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

6 Measures for prevention of ragging at the institution level.-

- 6.1 An institution shall take the following steps in regard to admission or registration of students; namely,
 - a) Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
 - b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus.

Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

- c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.
- d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/herward.

- f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.
- i) The institution shall, 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, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution 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.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.

- n) The faculties/departments/units of the institution 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 an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counselors before the commencement of the academic session to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.
- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.
- b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes

as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of fresher's and seniors to be addressed by the Head of the institution and the anti -ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members ; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration. (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the freshers.

- f) The institution shall set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.
- j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
- k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
- l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.

- m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organization authorized to do so.
- o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- p) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.
- q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

- a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the

time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

- c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

- f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.

- h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely;

- a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
- b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicised among all students residing in the hostel.
- c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
- d) The professional counselors referred to under clause(o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
- e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- f) In order to enable a student or any person to communicate with the Anti- Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

- h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.
- i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.
- k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti- ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.
- m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.
- n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

- o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti- Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.
- p) The Vice Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

7. Action to be taken by the Head of the institution.

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

8. Duties and Responsibilities of the Commission and the Councils

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemish less record in terms of there being no reported incident of ragging.
- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

9. Administrative action in the event of ragging

- 9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:
- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - i. Suspension from attending classes and academic privileges.
 - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - iii. Debarring from appearing in any test/ examination or other evaluation process.
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the institution for period ranging from one to four semesters.
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
 - i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
 - ii. in case of an order of a University, to its Chancellor.
 - iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case maybe.

- 9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;
 - i. Withdrawal of affiliation/recognition or other privileges conferred.
 - ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/ diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

- iii. Withholding grants allocated to it by the university, if any
- iv. Withholding any grants channelized through the university to the institution.
- v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faulty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faulty or staff.

Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one of more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

(Dr. R.K.Chauhan)
Secretary

To,
The Assistant Controller, Publication Division, Govt. of India,
Ministry of Urban Development and Poverty Alleviation, Civil Lines Delhi -110 054

**UNIVERSITY GRANTS COMMISSION
NOTIFICATION**

New Delhi, the 29th June, 2016

NO. F. 1-15-/2009 (ARC).—In exercise of powers conferred under clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby makes the following regulations namely:—

These regulations may be called “Curbing the menace of Ragging in Higher Educational Institutions (third amendment), Regulations, 2016.”

They shall come into force on the date of their publications in the Official Gazette.

(a) In UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009 (herein-after referred to as the Principal regulations), in Para 3 the following shall be added after 3(i) under heading what constitutes Ragging.—

3(j). Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Prof. JASPAL S. SANDHU, Secy. (UGC)
[ADVT. III/4/Exty./149/(113)]

15. ANTI-RAGGING AFFIDAVIT BY THE STUDENT

I, _____ (full name of student with admission / registration / enrolment number)

s/o d/o Mr./Mrs./Ms. _____ ,
having been admitted to (name of the institution) _____ , have
received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational
Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the
provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this day of _____ month of year.

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the (day) ____ of _____ (month) _____, (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this _____ day of _____ month , —
____ year after reading the content in this affidavit

OATH COMMISSIONER

ANTI-RAGGING AFFIDAVIT BY THE PARENT / GUARDIAN

I, Mr./Mrs./Ms. (full name of parent/guardian) father/mother/guardian of , (full name of student with admission/registration/enrollment number) _____, having been admitted to (name of the institution) _____, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this day of _____ month of year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the (day) ____ of _____ (month) _____, (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this ----- day of ----- month , —
____ year after reading the content in this affidavit

OATH COMMISSIONER

16. Anti-Ragging Guidelines of Dept. of Higher Education ,Govt. of A.P

GOVERNMENT OF ANDHRA PRADESH HIGHER EDUCATION [CE] DEPARTMENT

Circular Memo.No.7525/CE.A1/2016

Dt:06.12.2016

Sub: Higher Education - Anti Ragging Policy - Comprehensive Guidelines issued - reiterated

- Ref:
1. A.P. Prohibition of Ragging act, 1997 [Act No.26 of 1997],
 2. G.O.Els.No.67, HE[CE]dept., dt.31.08.2002,
 3. Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, issued by University Grants Commission,
 4. CircularMemo.No.7524/CE.A1/2015-1,dt.25.07.2015
 5. CircularDemo.No.7525/CE.A1/2015-1,dt.04.08.2015

The Government of Andhra Pradesh has initiated several steps to transform Andhra Pradesh State into a Knowledge Society and Education Hub of global standing.

2. The state has made significant progress in this regard. However, certain stray incidents of ragging have come to light, despite strict guidelines / instructions issued from time to time by the Government. Against this backdrop, it is felt necessary to reiterate the main aspects of the Anti-Ragging Policy of Government, to be read with circular instructions, circulars and GOs already issued in the matter, for guidance of all concerned, as follows:

- A] Ragging is prohibited within or outside any educational institution.
- B] whoever teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both [or] assaults or uses criminal force to or criminally intimidates a student shall be punished with punishment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both [or] wrongfully restrains or wrongfully confines or causes hurt go a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or with both [or] causes grievous hurt to or kidnaps or abducts or rapes or commits 'unnatural offence with a student shall be punished with imprisonment for a term which may extend to five years and with fine which may extend to ten thousand rupees [or] causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with fine which may extend to fifty thousand rupees .

- C) It is responsibility of the Head/Manager of educational institution, upon receiving any complaint on ragging, to inquire into or cause an inquiry to be made forthwith and take such action as deemed necessary and he shall be punished in case of negligence.
- D) A Review Committee will be constituted by the District Collector as Chairperson and other members will be Superintendent of Police as Vice Chairperson; Revenue Divisional Officer, Sub Divisional Police Officer, College Principal as members. The Committee shall meet twice before the academic session and twice during academic session. Apart from this, the educational institutions should provide for the constitution of a Committee consisting of parents and guardians of the students.
- E) Every Institution shall constitute a Committee to be known as Anti Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of Civil society & Police; Local media; Non Govt. organizations; Faculty members; Parents & students.
- F) Every institution shall constitute a smaller body to be known as the Anti Ragging Squad to be nominated by the HOD.
- G) Every institution' shall constitute a body to be known as Monitoring Cell on Ragging and coordinate with the affiliated colleges under domain of the University.
- H) No Outsiders other than inmates of the hostels shall stay in the hostels and no outsiders shall stay on campus, whatsoever.
- I) The entry into hostels and Mess shall be by biometric identity only.
- J) The hostel corridors shall have CC-TV cameras fixed.
- K) The biometric data and video footage shall be monitored by third party arrangement to avoid tampering.
- L) A periodical inspection and cross verification of data shall be verified by the administrative staff.
- M) Disciplinary Committees may be constituted at Hostel level, which should be vigilant by conducting several inspections particularly during vulnerable times and at vulnerable places. There shall be student representatives in the committee. The mischievous elements shall be identified and mischievous actions shall be liable for punishment as per the rulebook of the University/ college/institution.
- N) A quarterly review of disciplinary measures and facilities with regard to hostels shall be undertaken by the Vice Chancellor/Principal concerned and a status report has to be sent to the Andhra Pradesh State Council for Higher Education/ Commissioner of Collegiate Education/ Commissioner of Technical Education, who shall send consolidated report to Government.

- O] Notice Boards be erected in all conspicuous places of Higher Education Institution and display Anti Ragging Provisions and Penalties as per A.P.Prohibition of Ragging Act,1997 both in Telugu and English. Details of Anti Ragging Committee with phone numbers be displayed in all conspicuous places of the institution.
- P] Faculty must be sensitized on the provisions of the Act as well as on the panel consequences.
- Q] Seminars, workshops, lectures by police, district and legal authorities be conducted to sensitize the students.
- R] It is the responsibility of the Vice Chancellors/ HODs of other educational institutions to ensure a safe campus/college life conducive to welfare and development of students.
- S] All the Vice Chancellors /Registrars /Principals are advised to ensure appointment of warden, Dy. Warden, Resident Matron to all the hostels ensuring proper management. The regular employees available in the University / college shall be posted to the post of Warden and Deputy warden.
- T] The Heads of Institutions may also take up publicity in local media and programmes to build awareness among the senior students as to what acts tantamount to ragging and how violation of provisions has implication for them from their career point of view.

SUMITA DAWRA

PRINCIPAL SECRETARY TO GOVERNMENT

To

All Vice Chancellors in the State,

The Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada,

The Commissioner of Technical Education, Andhra Pradesh, Vijayawada,

The Secretary, Andhra Pradesh State Council for Higher Education, Hyderabad.

Copy to

OSD to Minister[HRD], PS to Chief Secretary,

JS to Chief Minister

Agriculture & Cooperation Department.

Health, Medical & Family Welfare Department.

Animal Husbandry, Dairy Development & Fisheries Department.

Department of Information & Public Relation for press release

Sc/sf.

//FORWARDED :: BY ORDER//

SECTION OFFICER

STUDENT-TEACHER COUNCIL

17. Guidelines on constitution of Student–Teacher Council

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

ADMINISTRATIVE OFFICE, LAM, GUNTUR-522 034

Proc.No.08392(IV)/SAS/2019

Date: 02-07-2020

Sub:- ANGRAU – Colleges – Constitution of “Student-Teacher Councils” in all Colleges – Guidelines - Issued.

- Ref :
- 1 Resolution No. (1861) of the Academic council at its meeting held on 21.10.1997.
 - 2 Proceedings.No.230/Acad.II/A2/98,dated: 03.02.1998 of the Registrar , ANGRAU, Rajendranagar, Hyderabad
 3. Memo No.08392/SAS/2019, dated:09-05-2019 of the Registrar, ANGRAU, Lam, Guntur
 4. Memo No.08392/SAS/2019, dated:22-05-2019 of the Registrar, ANGRAU, Lam, Guntur
 5. Memo No.08392/SAS/2019, dated:28-06-2019 of the Registrar, ANGRAU, Lam, Guntur

Each of the Colleges under ANGRAU is expected to have a “Student-Teacher Council” with a view to resolve the student problems at the budding stage and also to improve the student-teacher relations.

Following are the guidelines formulated for functioning of “Student-Teacher Council” in each and every college of Acharya N.G. Ranga Agricultural University after incorporation of the recommendations of the revision committee vide 3rd and 4th references.

Guidelines

A. Constitution of Student-Teacher Council

The following members may be included in the Student-Teacher Council:

1. One student from each class, as per the O.G.P.A., shall be included in the Council.
2. Associate Dean shall be the Chairperson of Student-Teacher Council.
3. One student each from S.C., S.T. and B.C. categories as per the O.G.P.A. shall be included in the council.
4. One student from in-service category, one from ICAR/Foreign stream and one from differentially abled category (optional) shall be included in the council.
5. All hostel Wardens, Officer In-charge/Academic Matters, NCC Officers, Physical Education Teacher, one NSS Officer, Placement In-charge/SC and ST Cell In-charge/ College Library In-charge, Resident Medical Officer/Part-time Medical Officer, Administrative Officer shall be the members of Council.

6. Officer In-charge of Student Activities shall be the Convener of Student-Teacher Council.
7. Three Heads of Departments shall be the members (on rotation basis all the heads of Departments shall become members every year).

B. Functioning of Student-Teacher Council

The Student-Teacher Council shall meet once in three months. The members of Council viz., students and teachers may handover the items for discussion to the Secretary/Convener of Council i.e., Officer In-charge of Student Activities well in advance. The Council shall review the decisions taken at the previous meeting before discussing the other items. The minutes of the meeting shall be recorded by the Secretary/Convener (Officer In-charge of Student Activities) in a Register and a copy of the same may be submitted to the University for information and necessary action.

Council shall discuss and resolve the issues pertaining to the following items :-

- i) Academic problems of students.
- ii) Boarders problems in hostels.
- iii) Students problems at Health Centre with regard to medical aid, etc.
- iv) Transportation of students.
- v) Educational tours.
- vi) Sports and games, sports meets.
- vii) NCC, NSS, activities and related problems.
- viii) Representation of students at Inter-class/ Inter-Collegiate / Inter-University/ National events, such as games/sports/athletics/cultural/literary activities.
- ix) Any untoward incident at hostels and college.
- x) Problems relating to scholarships/stipends.
- xi) Problems of in service students viz., Agricultural Extension Officers / Teachers.
- xii) Any other important item with the consent of Secretary of Student-Teacher Council.

All the Associate Deans are requested to constitute and conduct the Student-Teacher Council meeting as per the above guidelines.

S.R. KOTESWARA RAO
DEAN OF STUDENT AFFAIRS

To
All the Associate Deans of ANGRAU Colleges.
The Special Officer, APGC, Lam, Guntur
Cc: to all the University Officers of ANGRAU.
Cc: to PA to the Registrar, ANGRAU
Cc: to PS to the Vice-Chancellor, ANGRAU
Copy to: sf/sc

STUDENT HEALTH CARE SCHEME

18. Details on Implementation of Student Health Care Scheme

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
ADMN. OFFICE:RAJENDRANAGAR:HYDERABAD - 30

Proc.No.1214/Acad.II /A1/2002

Dt: 28.06.2002

Sub:- ANGRAU - Colleges - Student amenities -Implementation of students Health care Scheme -Orders - Issued.

- Ref:- 1. Proc.No. 2192/Acad.II/A2/2000, Dt. 8-11-2000.
2. Approved in resolution No. (2052) of Academic Council at its meeting held on 24/25-5-2002.
3. board of Management Resolution No. (6836), Dt. 26-5-2002.

Group Medical Insurance Scheme & Student Safety Insurance Scheme to the students of ANGRAU was approved by the Board of Management, ANGRAU.

Later the matter was thoroughly discussed recently at a formal meeting of University Officers and it was felt that both the schemes could be operated by the University itself on no loss no profit basis. The name of the scheme is modified as "The Students Health Care Scheme". Accordingly the guidelines/modalities have been prepared and the same were approved by the Legal advisor of the University.

The matter was placed before the Academic Council at its meeting held on 24/25-5-2002 and the same has been approved by the Council.

After the approval of the Academic Council, the matter was placed before the Board of Management at its meeting held on 26-5--2002. The Board of Management has approved the proposal vide its resolution 3rdcited.

Accordingly the following orders are issued cancelling the orders already issued vide Proc. 1st cited.

It is hereby ordered to implement "The Students Health Care Scheme" to all the students of ANGRAU Colleges and Polytechnics with effect from the date of issue of these orders as per the guidelines/modalities annexed to this order. The amounts already collected to the previous insurance Scheme Vide Proc. 1st cited shall be diverted to the present scheme. The scheme will be operated by the University.

Therefore all the Associate Deans of Colleges/ Principals of polytechnics are requested to collect from each student (excluding those exempted under clause 3 of the guidelines) an amount of Rs.195/- per annum towards the premium for "The Student Health care Scheme along with other fees like tuition fees, examination fee etc., and

send the same in lumpsum to the University through D.D. for operating the scheme in favour of DSA, ANGRAU. The Associate Deans/Principals shall obtain the admission form from all students for the “Student Health Care Scheme” induplicate as per the enclosed proforma. One for may be retained at the College/ Polytechnic and another form may be sent to the University.

All the claims towards hospitalization charges shall be made in the prescribed proforma enclosed.

The Associate Deans of Colleges/Principals of Polytechnics shall be responsible for the maintenance of records viz., (1) Nominations of students (2) List of student s who subscribed to the schemes (3) other formalities mentioned in the guidelines. The claims of students for Medical Reimbursement and other recommendations of the Associate Deans/ Principals of respective Colleges and Polytechnics as per the proforma enclosed. However the decision of the committee constituted for this purpose will be final.

The Associate Deans/ Principals shall provide a copy of the guidelines pertaining to “Students Health Care Scheme” to individual students. A compliance report may be furnished to the University in this regard.

S. RAGHU VARDHAN REDDY
REGISTRAR

To
All the Associate Deans of ANGRAU Colleges
All the Principals of Polytechnics, ANGRAU
All the Medical Officers of the University including part time Medical Officers working in the Colleges/ Polytechnics.
Cc: to all Faculty Deans
Cc: to Controller Examinations.
Cc: to Special Cell Section.
Cc: to Sf/Sc.

GUIDELINES/MODALITIES FOR “THE STUDENT HEALTH CARE SCHEME” ANGRAU – 2002

1. The Scheme shall be called “Student Health Care Scheme” ANGRAU 2002.
2. The fund relating to “Student Health Care Scheme” shall be utilized for the following purpose :
 - Payment of hospitalization, charges to students upto a maximum of Rs.10,000/- per student per annum, subject to the conditions mentioned in these guidelines.
 - Payment towards the death of student (i.e. Natural or due to accident) and for the disablement.
 - Improvement of Health Centres. Purchase of Medical equipment. Providing expert consultancy.
 - Any other purpose approved by the committee.
3. It will cover all the students of ANGRAU Colleges/Polytechnics, present and future except in-service students of both ANGRAU and A.P. State Govt. prosecuting higher studies in ANGRAU.
4. The Scheme shall be run and managed by the ANGRAU Administrative Office.
5. There will be a committee with the following University Officers to operate the scheme. The decision of the committee shall be final in all respects for the operation of the scheme.

1. Vice-Chancellor	Chairman
2. Dean of Student Affairs	Convener
3. Dean of Post Graduates Studies	Member
4. Dean of Agriculture	Member
5. Dean of Veterinary Science	Member
6. Dean of Home Science	Member
7. Registrar	Member
8. Comptroller	Member
6. An amount of Rs.195-00 (Rupees one hundred and ninety five only) per student per Academic year shall be collected in advance towards the “Student Health Care Scheme” at the beginning of every Academic year.
7. The medical expenses towards hospitalization of students up to a maximum of Rs.10,000/- per annum per student shall be covered under the scheme. The expenditure over and above Rs.10,000/- shall be borne by the student. The amount will be paid only when the student is admitted in a registered hospital as inpatient. The following expenses shall be paid subject to a maximum of Rs. 10,000/- per student per annum.

- Room, Boarding expenses as provided by the hospital/Nursing home.
- Nursing expenses.
- Surgeon, anesthetist, Medical practitioner, consultant, specialist fees.
- Anesthesian blood, oxygen, operation theatre charges, surgical appliances, medicines and drugs, diagnostic materials and X-Ray, Dialysis, Chemotherapy, Radiotherapy, Artificial limbs and cost of organs and similar expenses.

8. The following shall not be covered under “Student Health Care Scheme”.

- Circumcision unless necessary for treatment of a disease not excluded hereunder or as may be necessitated due to an accident, vaccination or inoculation or change of life or cosmetic or aesthetic treatment of any description, plastic surgery other than as may be necessitated due to an accident or as a part of any illness.
- The cost of spectacles and contact lenses, hearing aids.
- Dental treatment or surgery of any kind unless requiring hospitalization.
- Convalescence general debility. Run-down condition or rest, cure, congenital external disease or defects or anomalies, sterility, venereal disease, intentional self-injury and use of intoxication drugs/alcohol.
- All expenses arising out of any condition directly or indirectly caused to or associate with human T-Cell Lymphotropic virus Type III (WTLB-III) or Lymphadenopathy Associated virus (LAV) or the Mutants Derivative or variations Deficiency syndrome or any syndrome or condition of a similar kind commonly referred to as AIDS.
- Charges incurred at hospital or Nursing Home Primarily for diagnostic, X-Ray or Laboratory examinations or other diagnostic studies not consistent with or incidental to the diagnosis and treatment of the positive existence or presence of any ailment, sickness or injury, for which confinement is required at a Hospital/Nursing Home or a Home under Domiciliary Hospitalization as defined.
- Expenses on vitamins and tonics unless forming part of treatment for injury or disease as certified by the attending Physician.
- Injury or Disease directly or indirectly caused by or contributed to by nuclear weapons/materials. Treatment arising from or traceable to pregnancy childbirth including caesarean section.
- Voluntary medical termination of pregnancy during the first 12 weeks from the date of conception.
- Naturopathy treatment.

- Suicide.
 - Injuries sustained due to clash of students. Domiciliary hospitalization
9. The students will also be covered against the following :
 - a) Natural Death or Death due to accident Rs. 1.00 lakh
 - b) Loss of two limbs/two eyes Rs.1.00 lakh or one limb and one eye
 - c) Loss of one limb or one eye ..Rs. 50,000/-
 - d) Permanent total disablement from injuries other than those mentioned above ..Rs. 25,000/-
 - e) Payment of medical expenses incurred by each student upto a maximum ofRs.10,000/- per annum will be admissible for hospitalization cases, with regard to (a), (b), (c) and (d) above, subject to the condition that he/she has not availed medical reimbursement during the year. If a student has already been reimbursed, a part of Rs. 10,000/- towards hospitalization charges during the year of coverage, the balance amount shall be admissible for the medical expenses in connection with (a), (b), (c) and (d) above.
 10. Preliminary notice with particulars relating to name of the student, nature of illness/injury and name and address of the attending medical practitioner/hospital/Nursing home should be given to the Associate Dean/Principal concerned within seven days from the date of hospitalization/injury/Death. Final claim for the reimbursement of expenses upto a maximum of Rs.10,000/- along with hospital receipted bills/cash memos, prescriptions, medical reports, investigations, discharge certificate, discharge summary should be submitted to the University through the concerned Associate Deans/Principals with the counter signature of RMO/Part time Medical Officers of the Health Centre pertaining to the College and also the Associate Dean/Principal concerned and the Medical Superintendent/Residential Medical Officer of the hospital, where the student has undergone treatment. In case of natural death or death due to accident a death certificate from the appropriate authority shall be submitted and the payment shall be made as mentioned at para 9 above.
 11. The amount under the scheme and the interest accrued on fixed deposits can be spent for the purchase of medicines, hospital equipment, modernization of health centres in ANGRAU and other expenditure with the approval of the committee.
 12. The committee is empowered to issue amendments/ Additions/Alternations to the guidelines/modalities/rules/ regulations of the scheme from time to time.
 13. Each case will be dealt by the committee on the basis of merits and the decision of the committee shall be final.
 14. It is not an insurance scheme but only a welfare measure to the students.

15. The orders issued in Proc. No. 2192/Acad.II/A2/2000, Dt/. 8- 11-2000 are repealed as the University has decided to take up welfare measure to students.
16. In case of admission of student into the hospital in an emergency, a credit letter shall be issued to the concerned hospital by the concerned Associate Dean/ Principal towards the hospitalization charges of the student subject to a maximum of Rs. 10,000/- per student and the University shall make the payment to the hospital on the basis of the proposal received from the concerned Associate Dean/ Principal.
17. The payment shall be made to the hospital directly on the basis of intimation submitted by the student pertaining to hospitalization charges of the students.
18. Every student of the University shall submit duly filled in proforma for admission into the “Students Health Care Scheme” of ANGRAU and also the nomination form.
19. All the claims towards hospitalization charges shall be made in the prescribed proforma.
20. The fees for the “Student Health Care Scheme” shall be paid by all students every year till they complete their education in the University without any gap. There shall not be any grace period for the renewal of scheme. The students shall not be entitled for any payment either towards hospitalization charges or due to natural or accidental death or for the disablement during the gap, if any, between an year and the other. For example if a student has paid the “Students Health Care Scheme” fees on 14-7-2002 during first year of study, he/she has to pay the second year fees before 13-7-2003 for continuous coverage under the scheme. If the fees is not paid in time towards “Students Health Care Scheme”, there will be a gap and the students will not be entitled for any benefit during the gap period.

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

ADMN. OFFICE: RAJENDRANAGAR: HYDERABAD – 500030

Proc.No.678/Acad.II/A1/2012

Dated: 30.07.2012

Sub:- ANGRAU – Colleges – Student amenities – Implementation of Student Health Care Scheme – Revised orders – Issued.

- Ref:-
1. Proc.No.2192/Acad.II/A2/2000, Dated: 08.11.2000
 2. Resolution No.(2052) of Academic council at its Meeting held on 24/25-05-2002.
 3. Board of Management Resolution No.(6836), Dated: 26.05.2002
 4. Univ.Proc.No.1212/Acad.II/A1/2002, Dt:28.06.2002
 5. Resolution No.2591 of Academic Council Meeting held on 11.05.2012.
 6. Proc.No.550/Acad.I/A2/2012, Dt: 07.07.2012
 7. Proc.No.498/Exams-I/2012, Dated: 02.07.2012
 8. Proc.No.18556/PG/2012, Dated:05.07.2012

In the Academic Council Meeting Resolution No.(2591) Dt: 11.05.2012, the subscription towards Student Health Care Scheme was enhanced from Rs.195/- to Rs.400/- per annum duly doubling the benefits.

In view of the above, all the Associate Deans of College and Principals of Polytechnics of ANGRAU are hereby informed that the following are the benefits covered under the Student Health Care Scheme issued vide Proc.4th cited.

Particulars	Existing coverage (Rs.)	Proposed coverage (Rs.)
a) Natural Death or Death due to accident	Rs.1.00 lakh	Rs.2.00 lakh
b) Loss of two limbs/two eyes or one limb and one eye	Rs.1.00 lakh	Rs.2.00 lakh
c) Loss of one limb or one eye	Rs.50,000/-	Rs.1.00 lakh
d) Permanent total disablement from injuries other than those mentioned above	Rs.25,000/-	Rs.50,000/-
e) Payment of medical expenses incurred by each student up to a maximum of per annum will be	Rs.10,000/-	Rs.20,000/-

Particulars	Existing coverage (Rs.)	Proposed coverage (Rs.)
admissible for hospitalization cases, with regard to a), b), c) and d) above, subject to the condition that he/she has not availed medical reimbursement during the year. If a student has already been reimbursed, apart of Rs.20,000/- towards hospitalization charges during the year of coverage, the balance amount shall be admissible for the medical expenses in connection with (a), (b), (c) and (d) above.		

The other guidelines/modalities issued in the reference 4th cited, remain unchanged and shall holds good.

All the claims towards hospitalization charges shall be made in the prescribed proforma enclosed.

The Associate Deans o College/Principal of Polytechnics shall be responsible for the maintenance of records viz. 1. Nominations of students. 2. List of students who subscribed to the schemes 3. Other formalities mentioned in the guidelines. The claims of students for Medical Reimbursement and other proposals will be entertained by the University based on the recommendations of the Associate Deans/Principals of respective Colleges and Polytechnics as per the proforma enclosed. However, the decision of the committee constituted for this purpose will be final.

The Associate Deans/Principals shall provide a copy of the guidelines pertaining to “Student Health Care Scheme” to individual students. A compliance report may be furnished to the University in this regard.

K.V.S. MEENA KUMARI
REGISTRAR i/c

To
All the Associate Deans of ANGRAU Colleges.
All the Principals of Polytechnics, ANGRAU.
All the Medical Officers of the University including part time
Medical Officers working in the Colleges/ Polytechnics.
Cc: to all Faculty Deans
Cc: to Controller of Examinations.
Cc: to Acad.I Section
Cc: to Sf/Sc.

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

PROFORMA FOR ADMISSION OF STUDENTS INTO THE "STUDENTS HEALTH CARE SCHEME" ANGRAU

(To be furnished by each student at the time of yearly subscription to the scheme)
Academic Year 20 - 20

1. Name of the College/Polytechnic:
2. Name of the student:
3. I.D.No. and year of study:
4. Date of birth and age:
5. Father/Parent/Guardian's name:
6. Details of existing disease:
7. Give particulars of any other illness: or disease or accident or operation Sustained by the student in the past

Nature of illness / disease / injury / treatment received	Date first admitted	Name of attending medical practitioner / surgeon with his address and Tel. Nos.	Whether fully cured

8. Have you ever suffered from dental: problems. If so, specify.
9. Are you in good health and free: from Physical and Mental disease or infirmity or Medical complaints. If not in good health, give full details.
10. Details of payment towards the: annual subscription (Rs. 195/-) for the Academic year.
11. Nomination in case of eventuality:
 - a) Father
 - b) Mother
 - c) Other relative
12. Full Postal address of nominee with: Telephone No. if any.
13. Details of Medical reimbursement: sanctioned by the University during previous years

I hereby declare and warrant the above statements are true and complete. I consent and authorize any of the officers of the University to seek medical information from any hospital/medical officer or practitioner, who has at any time attended or may attend concerning any disease or illness which effects my physical or mental health. I agree that this proposal shall form the basis for the medical reimbursement. If after the reimbursement of medical expenses, it is found that the statements, answers or particulars stated in the proposal form and its questionnaires are incorrect or untrue in any respect, the A.N.G.R. Agricultural University shall incur no liability under the "Student Health Care Scheme".

I have read the guidelines and am willing to accept the coverage subject to the terms, conditions and exceptions.

Signature of the student

Date:

Counter Signature of the
Associate Dean/ Principal /
Administrative Officer of the
College.

**ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY PROFORMA FOR
CLAIMING THE HOSPITALIZATION EXPENSES
UNDER “STUDENTS HEALTH CARE SCHEME”**

* * * * *

1. Name of the student :
2. Father's Name :
3. I.D.No. :
4. Course & Year of study :
5. College :
6. Name and place of the hospital where the student has been hospitalized. :
7. Registration No. of the hospital :
8. Date of admission of the student at the hospital. :
9. Date of discharge :
10. Final diagnosis of the disease/ illness. :
11. Details of Expenditure
 - a. Room/Ward rent :
 - b. Boarding :
 - c. Nursing expenses :
 - d. Surgeon :
 - e. Anesthetist :
 - f. Investigations :
 - g. Blood :

- h. Oxygen :
- i. Operation theatre charge :
- j. Surgical :
- k. Medicines and drugs :
- l. Chemotherapy/Radiotherapy :
- Artificial limbs/cost of organs :
- Any other item not covered above :

Total Rs.

- 12. Disablement/Death due to accident :
 Details of accident, place and
 date of accident :
 Details regarding disablement/death :
- 13. Whether the following have
 been furnished :
 - a. Cash bills in original along with :
 the countersignature of
 medical officer of the hospital
 and the medical officer of
 the college concerned
 - b. Prescription in original :
 countersigned by the medical
 officer of the hospital and the
 medical officer of the college
 - c. Medical reports (original) :
 - d. Reports on investigations :
 (original)
 - e. Discharge certificate :
 (original)
 - f. Discharge summary (original) :
 countersigned by the medical
 officer of the hospital and
 the medical officer of
 the college

- g. A certificate from the :
Associate Dean/ Principal that
the student did not attend
classes during the period
of hospitalization.
- h. Death certificate in case of :
natural death or death due
to accident
- 14. Details of payment made by the :
student towards the "Students
Health Care Scheme" for the year
- 15. Full Residential address of the :
student with Phone No
- 16. Whether nomination form duly :
filled in has been submitted to the
University. If so, please provide a
copy of the nomination form.

Date:

Signature of student.

Note: In case of death, the claim form
may be signed by the parent/
guardian of the student

Recommendations of the Assoc. Dean/Principal

Date :

Signature of Associate Dean/Principal.

STUDENTS WELFARE FUND

19. Creation of Students Welfare Fund

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

ADMN. OFFICE:RAJENDRANAGAR:HYDERABAD - 30

Proceedings No. 40959/Acad.II/96-1

Dated : 21-9-1996

Sub: Creation of APAU Students Welfare Fund” - Orders -Issued.

The students of College of Agriculture, Rajendranagar and other student organizations from the State of Andhra Pradesh have appealed to APAU Authorities to create “Students Welfare Fund” in the University with a view to meet the expenditure towards the different Student Welfare measures.

After careful consideration of the request of students, the University has decided to create ‘APAU Students Welfare Fund, subject to the ratification by the Academic Council and Board of Management of APAU.

The Students Welfare Fund will be raised by collecting an amount of Rs. 100-00 from each student at the time of U.G. and P.G. admissions in the University. It will be only one time collection at the time of admission. The University will also sanction Matching grant towards Students Welfare Fund every year.

The Students Welfare Fund collected from the students at the time of admission in the University and also matching grant sanctioned by the University will be kept at the disposal of Dean of Student Affairs, A.P.A.U.

The Committee consisting of the following members shall be constituted for the sanction of amount for the Welfare of Students and for the operation of APAU Students Welfare Fund.

1.	Vice-Chancellor, APAU	Chairman
2.	Dean of Student Affairs, APAU	Convener
3.	Registrar , APAU	Member
4.	Comptroller, APAU	Member
5.	Dean of Agriculture	Member
6.	Dean of Veterinary Science	Member
7.	Dean of Home Science	Member
8.	Dean of Post Graduates Studies	Member

The amount will be reimbursed to the students whenever they meet with serious injuries, accidents, burns, fractures, loss of limbs or loss of any other part of the body, as per the expenditure incurred by the students for his/her medical treatment preferably at the Government Hospital. The Committee may also sanction advance of money for the medical treatment, depending on the merits of the case, on the basis of estimates of expenditure

prepared by the Medical Officer. The Medical treatment includes cost of medicines, hospital admission fees, room rent, pathological tests, investigations, operations etc. The Committee may also sanction amount for any other purposes towards welfare of the students. The decision of the Committee will be final.

Further details relating to the of scheme relating to the students welfare fund will be communicated shortly after obtaining the information University it is approved by the academic Council and Board of Management.

An amount of Rs. 2.00 lakh has been sanctioned by the University as initial matching grant from the University towards APAU Students Welfare Fund.

The APAU Students Welfare Fund will be operated under the following head of account "150000 Non-Plan Common Expenditure - 150540 - Students Welfare Fund

The Principals of all APAU Colleges are therefore requested to collect an amount of Ra. 100-00 from each student at the time of admission in U.G. and P.G. courses commencing from the year 1996-97 and the amount thus collected may be to the following Head of Account under to the Student Affairs.

"600000 - Other Accounts
600030 - Miscellaneous
Students Welfare Fund".

V.PRABHAKAR RAO
REGISTRAR

To

All the Principals of APAU Colleges

Cc: to Dean of Agriculture, APAU, Rajendranagar

Cc: to Dean of Veterinary Science, APAU, Rajendranagar

Cc: to Dean of Home Science, APAU, Rajendranagar.

Cc: to Dean of P.G. Studies, APAU, Rajendranagar.

Cc: to Dean of Student Affairs, APAU, Rajendranagar.

Cc: to PA to Vice-Chancellor, APAU, Rajendranagar.

Cc: to PA to Registrar, APAU, Rajendranagar.

//FBO//

SUPERINTENDENT

20. Constitution of committee for Student Health Care Scheme and Students Welfare Fund

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
Administrative Office, Lam, Guntur – 522 034 : Andhra Pradesh.

Memo.No.18020/SAS/2019

Dated: 24.09.2019

Sub:- ANGRAU – SAS – Guidelines/Modalities for the “**Student Health Care Scheme**” and “**Student Welfare Fund**” ANGRAU – Addition and deletion of certain positions in the committee –Orders – Issued.

Ref:- 1. Guidelines for “The Student Health Care Scheme”, ANGRAU – 2002
2. Proceedings No. 40959/Acad.II/96-1, Dt: 29.09.1996 of ANGRAU.

In continuation of the orders issued in reference 2nd cited, the University has decided to include the position of Dean of Agril. Engg. and Technology, ANGRAU and deletion of Dean of Veterinary Science in the Committee constituted to operate the “**Student Health Care Scheme**” and “**Student Welfare Fund**”. The decision of the committee shall be final in all respects for the operation of the scheme.

The Composition of the committee will be as follows.

1. Vice-Chancellor	Chairman
2. Dean of Student Affairs	Convener
3. Dean of P.G. Studies	Member
4. Dean of Agriculture	Member
5. Dean of Agricultural Engineering & Technology	Member
6. Dean of Home Science	Member
7. Registrar	Member
8. Comptroller	Member

D. BHASKARA RAO
REGISTRAR

To
All PA's to the University Officers, ANGRAU.
Cc: to PA to the Registrar, ANGRAU.
Cc: to PS to the Vice-Chancellor of ANGRAU.
Cc: to Sf/Sc.

//F.B.O//

SUPERINTENDENT

AGRICOS GREEN PROGRAMME

21. Agricos Green Programme for Students

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

Administrative Office, Lam, Guntur – 522 034: Andhra Pradesh.

Memo.No.12089/SAS/2018

Dated: 29.06.2018

Sub:- ANGRAU – SAS – Initiation of Agricos Green Programme– Regarding.

It is decided to implement the Agricos Green Programme (AGP) in constituent and affiliated colleges of ANGRAU. It is a 'one student – one tree' concept. As per this programme, students will have to plant a sapling and nurture it all through their four year degree programme. At the end of their graduation, they will be awarded with a certificate and the plants will be re-allotted to the junior for further nurturing.

The main aim of this programme is to make the college campus green and healthy, to increase the social awareness and save environment, to reduce the air and noise pollution and to create the better place for tomorrow.

In order to maintain the identity of the planted sapling, the following information should be labeled.

- | | | |
|--------------------|-------------------|------------------|
| 1. College Name. | 2. Plant Number. | 3. Common Name. |
| 4. Botanical Name. | 5. Planting Date. | 6. Student Name. |
| | | 7. I.D. No. |

This programme has to be looked after by the N.S.S Programme Officers of the respective colleges. Hence, all the Associate Deans of constituent and affiliated colleges are informed to take necessary steps to implement the Agricos Green Programme from the first Semester of 2018-19 onwards.

S.R. KOTESWARA RAO
DEAN OF STUDENT AFFAIRS

To

All the Associate Deans of constituent Colleges.

All the Associate Deans of the Affiliated Agricultural Colleges.

Cc: to all the NSS Programme Officers of constituent Colleges through the all the Associate Deans of constituent colleges of ANGRAU.

Cc: to all the NSS Programme Officers of Affiliated Agricultural Colleges through all the Associate Deans of Affiliated Agricultural Colleges.

Cc: to PA to Dean of Agriculture, ANGRAU.

Cc: to P.S to Hon'ble Vice-Chancellor, ANGRAU.

Cc: to PA to Registrar, ANGRAU.

Cc: to Sf/Sc.

//F.B.O//

SUPERINTENDENT

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
Administrative Office, Lam, Guntur – 522 034 : Andhra Pradesh.

Memo.No.16003/SAS/2018

Dated: 09.07.2018

Sub: ANGRAU – SAS – Initiation of Agri Polytechnic Green Programme – Regarding.

It is decided to implement the Agri Polytechnic Green Programme (APGP) in University Polytechnic and Private Polytechnic colleges of ANGRAU. It is a 'one student – one tree' concept. As per this programme, students will have to plant a sapling and nurture it all through their two year diploma programme. At the end of the diploma course, the student will be awarded with a certificate and the plant will be re-allotted to the junior for further nurturing.

The main aim of this programme is to make the college campus green and healthy, to increase the social awareness and save environment, to reduce the air and noise pollution and to create the better place for tomorrow

In order to maintain the identity of the planted sapling, the following information should be labeled.

- | | | | |
|--------------------|-------------------|------------------|-------------|
| 1. College Name. | 2. Plant Number. | 3. Common Name. | |
| 4. Botanical Name. | 5. Planting Date. | 6. Student Name. | 7. I.D. No: |

This programme has to be looked after by the Principals of the respective Polytechnics. Hence, all the Principals of University Polytechnic and Private Polytechnics of ANGRAU are informed to take necessary steps to implement the Agri Polytechnic Green Programme from the first Semester of 2018-19 onwards.

S.R. KOTESWARA RAO
DEAN OF STUDENT AFFAIRS

To

All the Principals of University Polytechnics of ANGRAU.

All the Principals of the Private Polytechnics of ANGRAU.

Cc: to PA to Dean of Agriculture, ANGRAU.

Cc: to PA to Dean of Agricultural Engineering & Technology, ANGRAU.

Cc: to Professor (Polytechnics), ANGRAU.

Cc: to PA to Registrar, ANGRAU.

Cc: to Sf/Sc.

//F.B.O//

SUPERINTENDENT

BEST STUDENT AWARD

22. Guidelines for Best Student Award

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
Administrative Office: Lam, Guntur – 522 034: Andhra Pradesh

Memo.No.22657/SAS/2018

Dt:05.11.2018

Sub: ANGRAU - SAS – Institution of the Best Student Award at UG level in the constituent colleges from the Academic year 2018-19 onwards – Order - Issued.

Ref:- U.O.Note.No.18861/SC/2018, Dt:-20.09.2018, Administrative Office, Lam, Guntur.

The University has decided to institute the Best Student Award at UG level in the constituent colleges from the Academic year 2018-19 onwards vide reference cited. The criteria for selection of the best student is as detailed below.

CRITERIA FOR SELECTION OF BEST STUDENT

01	02	03	04	05	06
Academic Performance	NCC and	Sports Performance NSS	Debate/E locution	Youth Festival, Agri Carnival and Youth parliament etc.	Total
60% marks	10% marks	10% marks	10% marks	10% marks	100% marks

1. Academic performance :

- a) OGPA up to 6th semester will be considered for allotment of marks.
- b) A student must clear all the courses up to 6th semester.
- c) OGPA will be converted in to percentage of marks which will be considered for academic performance.

2. NSS and NCC

- a) NSS and NCC regular activities with attending camp will be allotted 4 marks.
(NSS enrolment –0.5 mark, Regular Activities –1 marks, Special Activities–1.5 marks and Best NSS Volunteers – 2 marks)
(NCC enrolment – 0.5 mark, Camp participation – 1 marks, B-Certificate – 1.5 marks and C-Certificate -2 marks)
- b) NSS and NCC with national/ state level camp participation will be allotted 6marks.
(NSS – participation in NSS State youth festival – 0.5 mark, third prize – 1 marks, second prize – 2 marks and first prize 3 marks)
(NCC-participation in Republic Day parade / other national camps – 3 marks)

3. Sports Performance

- a) Intercollegiate sports participation will be allotted 4 marks.
(for participation – 1 mark, third prize – 2 marks, second prize – 3 marks, and first prize – 4 marks)
- b) Inter University/ICAR/State/National level participation will be allotted 6 marks.
(for participation – 1 mark, third prize – 2 marks, second prize – 4 marks, and first prize – 6 marks)

4. Debate/Elocution

- a) Inter Collegiate Debate/Elocution will be allotted 4 marks.
(for participation – 1 mark, third prize – 2 marks, second prize – 3 marks, and first prize – 4 marks)
- b) National/State/Inter University participation 6 marks.
(for participation – 1 mark, third prize – 2 marks, second prize – 4 marks, and first prize – 6 marks)

5. Youth festival/Youth Parliament/Agri Carnival

- a) Inter Collegiate participation 4 marks.
(for participation – 1 mark, third prize – 2 marks, second prize – 3 marks, and first prize – 4 marks)
- b) National/State/Inter University participation 6 marks.
(for participation – 1 mark, third prize – 2 marks, second prize – 4 marks, and first prize – 6 marks)

6. The student who has been punished on disciplinary grounds will not be considered.

7. The Student who has failed or registered shortage of attendance in any course will not be considered.

8. Following Committee will select the Best student for annual function at the respective college level.

- a) The Associate Dean.
- b) Officer In-Charge of Student Activities.
- c) Officer In-Charge of Academic Matters (UG).
- d) NCC and NSS – Programme Officers.
- e) Nominee of the University.

The Associate Deans of the constituent colleges of ANGRAU are informed to award the Best Student Award at UG level from the Academic year 2018-19 onwards duly following the above mentioned criteria.

D.BHASKARA RAO
REGISTRAR

To

The Associate Deans of constituent colleges of ANGRAU.

Cc: PA to the Registrar, ANGRAU.

Cc: PS to the Hon'ble Vice-Chancellor, ANGRAU.

Cc: to P.A. to all University Officers of ANGRAU.

Cc: to Sf/Sc.

ENHANCEMENT OF DAILY ALLOWANCE TO STUDENTS

23. Educational Tours / Sports Meets

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
Administrative Office, Lam, Guntur – 522 034 : Andhra Pradesh.

Memo.No.03733/SAS/2019

Dated: 31.07.2019

Sub:- ANGRAU – SAS – Colleges/Polytechnics - Enhancement of Daily Allowance to Students from the academic year 2019-20 onwards for Educational tour outside the state – Orders – Issued.

Ref: Proceedings of the University Officers Meeting held on 23.07.2019

As per the reference cited, the University has enhanced the Daily Allowance of the Students from Rs.100/- to Rs.200/- when they are performing the educational tours outside the state from the Academic Year 2019-2020 onwards.

Hence, the Associate Deans of Colleges of ANGRAU are informed to implement the orders. Further, they are permitted to meet the expenditure for this purpose from Non University Fund of the respective college.

D.BHASKARA RAO
REGISTRAR

To

All the Associate Deans of Colleges of ANGRAU.

Cc: to the Assistant Comptroller, Regional Accounts Office, RARS, Lam/ Tirupati/Anakapalle/ Naira/Maruteru/Bapatla/Nandyal.

Cc: to PA to the Dean of Agriculture/ Dean of Agricultural Engineering and Technology Cc: to PA to the Dean of Home Science

Cc: to PA to the Registrar, ANGRAU.

Cc: to PS to the Vice-Chancellor, ANGRAU.

Cc: to Sf/Sc.

//F.B.O//

SUPERINTENDENT

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
Administrative Office, Lam, Guntur – 522 034 : Andhra Pradesh.

Proc.No.03733/SAS/2019

Dated: 04.07.2019

Sub:- ANGRAU – SAS – Colleges - Enhancement of Daily Allowance to Students from the academic year 2019-20 onwards – Orders – Issued.

Ref: Resolution of the University Officers Meeting held on 10.06.2019 and 11.06.2019 at 10.30 AM.

As per the reference cited above, the University has enhanced the rates of Daily Allowances to the students while performing the tour for the following activities from the academic year 2019-20 onwards as detailed below.

S.No.	Participation during	Revised DA per day
1.	Inter- University Tournaments/ All India Sports Meets and Coaching camps	Rs.250-00
2.	Inter-Collegiate Tournaments	Rs.200-00

Therefore, all the Associate Deans of the Colleges of ANGRAU are requested to pay the enhanced rates of DA to the students who are participating in Inter- University Tournaments/ All India Sports Meets and Coaching camps and Inter-Collegiate Tournaments.

D. BHASKARA RAO
REGISTRAR

To

All the Associate Deans of Colleges of ANGRAU.

Cc: to all the Assistant Comptrollers of ANGRAU.

Cc: to PA to Dean of Agriculture/ Dean of Agril. Engg. & Technology of ANGRAU

Cc: to PA to Dean of Home Science, ANGRAU.

Cc: to PA to Registrar, ANGRAU.

Cc: to P.S. to Vice-Chancellor, ANGRAU.

Cc: to Sf/Sc.

//F.B.O//

SUPERINTENDENT

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
Administrative Office, Lam, Guntur – 522 034 : Andhra Pradesh.

Proc.No.03733/SAS/Polytechnics/2019

Dated: 04.07.2019

Sub:- ANGRAU – SAS – Polytechnics - Enhancement of Daily Allowance to Students from the academic year 2019-20 onwards – Orders – Issued.

Ref:- Resolution of the University Officers Meeting held on 10.06.2019 and 11.06.2019 at 10.30 AM.

As per the reference cited above, the University has enhanced the rates of Daily Allowances to the students while performing the tour for the following activities from the academic year 2019-20 onwards as detailed below.

S.No.	Participation during	Revised DA per day
1.	All India Sports Meets and Coaching camps	Rs.250-00
2.	Inter-Polytechnic Tournaments	Rs.200-00

Therefore, all the Principals of Polytechnics of ANGRAU are requested to pay the enhanced rates of DA to the students who are participating in All India Sports Meets, Coaching camps and Inter-Polytechnic Tournaments.

D. BHASKARA RAO
REGISTRAR

To

All the Principals of Polytechnics of ANGRAU.

Cc: to all the Assistant Comptrollers of ANGRAU.

Cc: to PA to Dean of Agriculture/ Dean of Agril. Engg. & Technology of ANGRAU

Cc: to Professor (Polytechnics) of ANGRAU.

Cc: to PA to the Registrar, ANGRAU.

Cc: to P.S. to the Vice-Chancellor, ANGRAU.

Cc: to Sf/Sc.

//F.B.O//

SUPERINTENDENT





For Copies contact:

Dean of Student Affairs

Administrative Office,

Acharya N.G. Ranga Agricultural University,

Lam , Guntur – 522 034 , Andhra Pradesh