

## **ANNEXURE - B**

### **PROCEDURE TO BE FOLLOWED BY STUDENTS IN THE CONTEXT OF ANTI-RAGGING**

As per the guidelines of AICTE and the University of Mumbai, every student and his/her parent is expected to submit an undertaking in the form an affidavit each year committing to prevention of ragging in the Institute. Failure to do so will lead to cancellation of admission.

The procedure to be followed for submission of the Anti-Ragging Affidavit is as follows:

- i. Log on to the website <http://www.amanmovement.org/>
- ii. Fill in the five page anti ragging affidavit form that appears there, following the instructions provided therein. This form takes about five minutes to fill.
- iii. Please ensure that both you and your parent have a functional email id, as this is a crucial detail in the form
- iv. Students also need to fill in the college details, which can be filled as per the ILLUSTRATION in the attachment
- v. After all details have been filled, click on the submit button.
- vi. Four documents will appear in the email you have specified. These will be entitled: Summary of the Supreme Court Judgement; Summary of UGC Regulation; Parent Affidavit; Student Affidavit. (Please note that at times the email would appear in spam. So kindly check your spam box.)
- vii. Of these please take a print out of Parent Affidavit and Student Affidavit.
- viii. Sign the Student Affidavit and get either of your parents to sign the Parent Affidavit.
- ix. Submit a copy of both the affidavits to the admin coordinator of your course
- x. Moreover you will also get an sms on the mobile number you have provided. This is for your reference only and will be cited in case you are a victim of/engage in ragging
- xi. There is no need of getting it on a stamp paper, notarised and/or seeking he signature of an ombudsman. This has been specified at the end of the affidavit.
- xii. KINDLY NOTE THAT YOUR ADMISSION WILL NOT BE CONFIRMED UNLESS YOU SUBMIT THE ANTI-RAGGING AFFIDAVIT**

## Illustration for Anti Ragging Form filling for PGDM (e-Business)

State in which college is :	<input type="text" value="Maharashtra"/>
*Is it a professional or general college:	<input type="text" value="Others"/>
*Name of the college :	<input type="text" value="MET ICS"/>
*Name of Affiliating University :	<input type="text" value="Other"/>
*Is it deemed university :	<input type="radio"/> Yes <input type="radio"/> No
*Director/Principal last name :	<input type="text" value="Banubakode"/>
*Director/Principal first name :	<input type="text" value="Dr."/> <input type="text" value="Abhijit"/>
*Director/Principal gender :	<input type="radio"/> Male <input type="radio"/> Female
*College phone no 1 :	<input type="text" value="+9 22 39554361"/>
College phone no 2 :	<input type="text" value="+9 22 39554242"/>
*Nearest police station name and address :	Bandra (W)
*Under Graduate or Post Graduate :	<input type="text" value="Post Graduate Diploma"/>
*Name of Course :	<input type="text" value="PGDM"/>
**Registration/Enrolment Number:	<input type="text" value="Roll No"/>
*How many students are in your Class? :	<input type="text" value="120"/>
*Year of Study for which you wish to register? :	First if Junior; Second if Senior