



**Government of West Bengal**  
**Department of Higher Education**  
**Bikash Bhavan, 6th Floor, Salt Lake, Kolkata – 700091**

Memo No. : 24-ACS-HED/2026

Date : 02/07/2026

From:

The Additional Chief Secretary to the Government of West Bengal  
Higher Education Department

To:

1. All Vice-Chancellors of State-aided Universities in West Bengal
2. All Principals / Teachers-in-Charge / Officers-in-Charge of Government and Government-aided Colleges in West Bengal

**Subject: Ensuring safety and security of women students and maintenance of a fear-free campus environment in all Higher Educational Institutions / Advisory on Ensuring a Safe, Inclusive, Fear-free and Ragging-free Campus Environment for All Students in Higher Educational Institutions – regarding.**

Sir/Madam,

The Higher Education Department has been consistently emphasizing that every Higher Educational Institution shall provide a safe, secure, inclusive and conducive academic environment for all students, particularly women students, enabling them to pursue their studies with dignity and without fear.

It has been considered necessary to reiterate that the safety, security and well-being of students shall receive the highest priority at every level of institutional administration. Every Head of Institution is expected to exercise constant vigilance and take all preventive and remedial measures necessary to ensure that no incident affecting the safety, dignity or mental well-being of any student occurs within the campus, hostel or any other institutional premises.

The Higher Education Department has observed that every Higher Educational Institution must remain a place of learning founded upon the Constitutional values of dignity, equality, safety, mutual respect and non-discrimination. Every student, particularly newly admitted students and students from vulnerable backgrounds, must be able to pursue higher education in an atmosphere free from fear, intimidation, harassment, discrimination, sexual misconduct and ragging.

The Hon'ble Supreme Court of India has repeatedly emphasized that educational institutions have an affirmative duty to prevent ragging and to ensure the safety and dignity of students. The UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, together with subsequent advisories, make these responsibilities mandatory for every institution. The recommendations of the R.K. Raghavan Committee further require institutions to adopt preventive, monitoring and corrective mechanisms with zero tolerance towards ragging. Further, every institution is required to comply with the applicable provisions relating to prevention of sexual harassment, gender sensitisation, student welfare and institutional accountability, including the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

Accordingly, all Universities, Government Colleges, Government-aided Colleges, Engineering and Technical Institutions and other Higher Educational Institutions under the administrative control of the Higher Education Department are requested to undertake an immediate review of the existing institutional arrangements relating to campus safety and ensure strict compliance with the provisions of the above-mentioned Acts and Regulations, the instructions issued by this Department vide Memo No. 30(23)-SSS(A/CS/T)/2023 dated 14.08.2023, and the revised procedure for Anti-Ragging Undertaking issued by UGC vide D.O. F. No. 1-15/2009(ARC)PT.III dated 12th June, 2023, besides other orders issued from time to time.

The Heads of Institutions are requested to ensure, inter alia, that:

#### **I. ZERO TOLERANCE POLICY**

Every institution shall adopt and prominently publicise a Zero Tolerance Policy against ragging in any form, sexual harassment, gender-based violence, bullying (including cyber-bullying), stalking, intimidation, threats, and discrimination on any ground. Every student shall be informed that such acts shall invite strict disciplinary, administrative and legal action.

#### **II. SAFE AND FEAR-FREE CAMPUS**

Every institution shall ensure a safe academic environment for students, safe classrooms, laboratories, libraries, hostels and common areas, adequate lighting in all campus areas, functional CCTV surveillance at vulnerable locations while respecting privacy, safe transport arrangements, proper security deployment especially during evening hours, and well-maintained complaint and emergency response mechanisms. Adequate institutional arrangements shall be in place for ensuring the safety and security of women students within the campus and hostels, including appropriate security deployment, proper

illumination of vulnerable locations, functional CCTV surveillance, regulated access to hostel premises and effective emergency response mechanisms.

### III. WOMEN'S SAFETY MECHANISMS

Every institution shall ensure that the Internal Committee under the applicable law (POSH Act) is duly constituted and functional, the Gender Sensitisation Cell/Women Development Cell remains active throughout the year, confidential reporting mechanisms are available, and every complaint is handled with confidentiality, sensitivity, fairness, and protection from retaliation.

### IV. ANTI-RAGGING MECHANISM

The Head of Institution shall ensure functional Anti-Ragging Committee, Anti-Ragging Squad carrying out regular surprise inspections, faculty mentoring of freshers, hostel monitoring & ensuring placement of Hostel Wardens & Matrons, orientation programmes for freshers and senior students, and immediate reporting of serious incidents to police wherever required by law.

**UGC Directive on Online Anti-Ragging Undertaking (D.O. F. No. 1-15/2009(ARC)PT.III dated 12th June, 2023):**

As per UGC's revised procedure, the process of filing Anti-Ragging Undertaking has been made completely online. Anti-Ragging Undertaking must be filled by students and parents/guardians online at <http://www.antiragging.in> only. No hard copies or affidavits shall be accepted. Institutions must submit compliance on [https://www.antiragging.in/compliance\\_desclaimer.html](https://www.antiragging.in/compliance_desclaimer.html). Soft copies of Anti-Ragging Posters must be displayed prominently. For queries, contact National Anti-Ragging Helpline: 1800-180-5522 or [helpline@antiragging.in](mailto:helpline@antiragging.in).

### V. STUDENT SUPPORT

Utmost priority shall be given to safety, discipline and overall well-being of students. Institutions should provide student counselling services, mental health support, peer mentoring, faculty advisors, grievance redress mechanisms, and special support for first-generation learners and students from vulnerable backgrounds.

### VI. ROLE OF PARENTS AND GUARDIANS

Parents and guardians are integral partners in creating a safe, respectful and ragging-free campus environment. They are advised to submit the online Anti-Ragging Undertaking at <http://www.antiragging.in>, sensitise their ward, report incidents promptly to the Anti-Ragging Committee or National Helpline (1800-180-5522), maintain regular contact with the student, cooperate with the institution, promote dignity and respect, discourage ragging culture, and stay informed about the institution's policies and legal consequences.

### VII. GENDER SENSITISATION

At least once every semester, institutions should organise programmes on gender equality, respectful behaviour, digital safety, prevention of sexual harassment, Constitutional values, and legal consequences of ragging and violence. Stakeholders viz., representative of the Superintendent of Police of the concerned district and the District Legal Services Authority (DLSA) may be requested to enlighten the participants in order to ensure a significant outcome.

### VIII. DIGITAL SAFETY

Institutions shall take prompt action against cyber bullying, morphing of photographs, online stalking, anonymous abuse, and social media harassment of students. Regular liaisoning with Cyber Crime branch of the concerned Police District/ local Police Station is desired.

### IX. RESPONSIBILITY OF HEAD OF INSTITUTION

The Vice-Chancellor/Principal/Officer-in-Charge shall personally ensure active monitoring of campus safety, timely disposal of complaints, prompt disciplinary proceedings wherever warranted, reporting of serious incidents to competent authorities, and regular review meetings regarding campus safety. The Head of the Institution shall personally review the functioning of the aforesaid mechanisms at regular intervals and ensure that any deficiency noticed is immediately rectified. Any avoidable lapse or negligence in ensuring the safety and security of women students shall be viewed seriously. Failure to exercise due diligence may attract responsibility under applicable statutory provisions and regulatory requirements.

### X. EMERGENCY RESPONSE

Every institution shall prominently display Police emergency numbers, Women's Helpline, Anti-Ragging Helpline (1800-180-5522), Institutional grievance contacts, Internal Committee contact details, and Hostel Wardens' & Matrons' contact numbers.

### XI. PERIODIC REVIEW

The Head of Institution shall review campus safety at least once every quarter and ensure compliance with all statutory requirements relating to student safety, anti-ragging measures and prevention of sexual harassment. Additionally, a comprehensive 6-monthly evaluation of the Campus Safety, Women Safety & Anti-Ragging Institutional Scorecard (Annexure – II) shall be conducted by the Head of Institution and a consolidated report submitted to the Higher Education Department.