

**GOVT. OF GOA**  
**GOA COLLEGE OF PHARMACY**  
18<sup>th</sup> June Road,  
**Panaji -Goa**  
**403 001**

**PROSPECTUS**

**MASTER OF PHARMACY**  
**2026-2027**

# GOA COLLEGE OF PHARMACY

## PANAJI-GOA

### 1. INTRODUCTION:

The Goa College of Pharmacy at Panaji is run by the Government of Goa. The College is established by up-grading the old school known as “Escola Farmaceutica de Goa”. This school with its existence in Goa for more than 100 years, has produced scores of Pharmacists, some of whom have excelled in the pharmacy profession and have achieved international recognition. The institution thus has more than a century old tradition of developing Pharmaceutical Education especially in this geographical area.

The Indian Pharmaceutical Industry has grown by several folds over the last decade. Several pharmaceutical industries including many multinationals have set up their establishments in Goa and are fast expanding. Globalization and increased penetration of Indian drug industry in the west has increased the scope and opportunities for the post-graduates in pharmacy. With Goa being a strong base for many pharmaceutical industries, the need for talented and well-trained research-oriented pharmacy post-graduates has been on the rise. Opportunities are not limited to careers in industry alone. the starting of a large number of new pharmacy colleges in various other states have opened new avenues for pharmacists desirous of making a career in the educational field.

#### 1. 1 Aims and Objectives of Pharmacy Education:

Goa College of Pharmacy aims at producing Pharmacists with a vowed objective of facilitating pharmaceutical assistance to the people of the State of Goa. In order to attract the best talent, the applicants desirous of admission will be selected on the basis of merit.

### 2. COURSES OF STUDY:

Goa College of Pharmacy conducts following post graduate courses in Pharmacy.

- i) Master of Pharmacy in **Pharmaceutical Quality Assurance** of duration 24 months  
-15 (+2\*\*EWS) seats
- ii) Master of Pharmacy in **Pharmacology** of duration 24 months - 15 (+2\*\*EWS) seats
- iii) Master of Pharmacy in **Pharmacognosy** of duration 24 months - 15 (+2\*\*EWS) seats
- iv) Master of Pharmacy in **Pharmaceutical Chemistry** of duration 24 months – 15 (+2\*\*EWS)seats

### 3. TERMS:

- i) The academic session is divided into four semesters of six months duration each or as directed by the PCI/Goa University for Pharmaceutical Quality Assurance, Pharmacology, Pharmacognosy and Pharmaceutical Chemistry program.

- (a) A candidate shall be required to attend atleast 75% of the number of lectures and the number of practicals separately for each subject of study in each semester and only then, subject to other conditions being fulfilled, be eligible to appear at either the College or the University Examination.
- b) Any case covered under the below clauses and recommended by the Principal /Dean/Head of the Department for condonation shall be referred to a Committee consisting of Vice-Chancellor (Chairman), (ii) Registrar and (iii) Principal of the Institution/ Dean of the College/ Head of the Department concerned, as members. A student representing the Institution/University/State/Country in extracurricular activities such as NCC/NSS/Sports/Cultural events on obtaining prior approval of the Principal/Dean/Head of Department shall be treated as “on duty” at the lectures /practical missed by him/her and shall be marked as ‘D’ in the Attendance Register.
- Absence due to such activities should be supported by documentary evidence issued by appropriate authority such as Commanding Officer of NCC, Director of Youth Affairs, Director/Asst. Director of Sports in Government/University or/ and authorized official of these and other similar bodies. However, in such cases, for the purpose of compilation of cumulative as well as paper/course-wise attendance, the number of prescribed lectures/practicals for the paper/course shall be calculated after deducting the lectures under ‘D’ and considered as such.  
e. g.  $[(\text{No. of lectures attended}) \div (\text{No. of prescribed lectures}) - \text{Ds}] \times 100$ ,  
similarly, for practicals.
  - Absence on medical grounds for more than four continuous working days is required to be supported with a Medical Certificate which should be submitted within seven days after rejoining the class. Absence on medical grounds shall be off set against the 25% concession in the attendance already granted. However, if such absence exceeds 25% and is found genuine, the student may request for the condonation of the same. The Principal/Dean/Head of the Department shall examine such absence on a case-to-case basis.
- (c) The duration of M. Pharm. course is 24 months and non-vacational as per the directives of Goa University and PCI.

**ii) EXAMINATIONS:**

There shall be one University examination each at the end of semesters I and II. A dissertation shall be submitted by the students on their project work carried out during Semesters III and IV which will be evaluated by the University appointed examiners at the end of the fourth semester. During Semester III, candidates are required to undergo theory course in Research Methodology and Statistics (Non-University exam), make journal club presentations mandatorily as per PCI notifications and Goa University ordinances.

Refund of examination fees will be governed by the instructions issued by Goa University.

**iii) ELIGIBILITY:**

A candidate desirous of joining the M. Pharm. course in the Goa College of Pharmacy should:

- A) Be an Indian National.
- B) (i) Have passed the Bachelor of Pharmacy examination from Goa College of Pharmacy and/or Pharmacy Colleges in Goa or an equivalent examination with a minimum of **55%** marks in case of general category candidates and **50%** in case of candidate belonging to SC/ST category (aggregate of four years of B. Pharm) and with a NTA score/percentile at GPAT 2025/2026.
- C) In case of sponsored candidate(s): (i) having not less than five years professional experience after passing B. Pharm course shall have a relaxation in pass percentage from 55% to 50%. (ii) a letter from the employer must be furnished stating that the candidate is being sponsored so as to get admission and that the candidate will not be withdrawn midway till the completion of the course and (iii) the research project to be proposed and fully funded by the sponsoring agency.
- D) In case of candidates with valid qualifying degree from University other than Goa University, GPAT 2025 or GPAT 2026 qualified candidates will be considered for admissions.
- E) Every student, selected for admission to post graduate pharmacy course in any of the pharmacy institution in the country should have obtained Registration with the State Pharmacy Council or should obtain the same within one month from the date of his admission, failing which the admission of the candidate shall be cancelled.

*NOTE:-* 1) When GPAT 2025/2026 qualified candidates are not available, admission will be given to non-GPAT candidates on merit.

2) Any seat remaining vacant will be offered to the eligible candidate passing B.Pharm. examination from university/colleges outside the State of Goa.

3) In cases where marks cards are provided in Grade points, then it will be converted into percentage by using specified formula provided by Goa University ordinance (OA-16.4.8 (a) Conversion from grade to percentage) will be considered:

$$\text{Average Percentage of Marks} = (\text{CGPA} - 0.75) \times 10.$$

Every applicant shall be considered as selected for admission only on submission of Undertaking/Annexure with regard to Registration as Pharmacist (as mentioned in (iii) E) as mandatory prescribed by Pharmacy Council of India.

**iv) NUMBER OF SEATS AND DISTRIBUTION:**

Group		Eligibility	Subject			
			Pharmaceutical Quality Assurance	Pharmacology\$	Pharmacognosy#	Pharmaceutical Chemistry
Group I (General)	Group 1(a)	Students passing B. Pharm Exam under Goa University/ Goa College of Pharmacy	06	06	05	06
	Group I (b)-(PwD)	Person with Disabilities from Goa, passing B. Pharm Exam from Goa University/Goa College of Pharmacy	01*	NIL	01*	01*
	Group I (c)–Sponsored	Sponsored candidates, passing B. Pharm Exam from Goa University/Goa College of Pharmacy	NIL	01*	01*	NIL
	Group I(d)-EWS		02**	02**	02 **	02**
Group II (SC/ST/OBC)		Candidates belonging to SC/ST/OBC of Goa passing B. Pharm Exam from Goa University/ Goa College of Pharmacy	02-SC/ST 04-OBC	02-SC/ST 04-OBC	02-SC/ST 04-OBC	02-SC/ST 04-OBC
Group III (open)		Students passing B. Pharm Exam of any University (General)	02**	02**	02**	02**
<b>Total</b>			<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>

**\$Pharmacology**

- Candidates are required to perform experiments on animals and hence they are required to take vaccines like rabies, tetanus, etc.,

- The research projects are subject to the approval of Institutional Animal Ethics Committee (IAEC). Any delay in the approval of Project might also delay/Extension of the course beyond 2 years.

- Candidates are required to maintain animal house on regular/rotational basis.

- **Please refer Annexure**

**\*5% on an average accounting to two seats only, discipline wise allocation by rotation.**

**\*\*10% of the total number of seats.**

#### **#Pharmacognosy**

- Candidates admitted to the course are required to maintain herbal garden on regular basis.

- During Sem III/IV of any programs, usually the Research projects are funded by the industry by itself. However, if any candidate/s is/are selected for any industrial projects for a period of 4-8 months, such candidates are required to carry out the research project with their own finances for accommodation and daily expenses. The institution or Government of Goa shall not fund such projects.

### **GROUP I-(GENERAL)**

**Group I (a)- (General) Category** would include all the candidates passing B. Pharm from Goa University/Goa College of Pharmacy fulfilling eligibility criteria as mentioned above.

#### **Group I (b)- (PwD) Category**

Applicant passing B. Pharm from Goa University/Goa College of Pharmacy with benchmark disabilities as per provision detailed in “The Right of Person with Disabilities Act 2016” in Goa Gazette notification Series No. 32, dated 9<sup>th</sup> November 2017 shall be eligible under this category. An applicant shall be considered under this category, subjected to the production of certificate regarding his/her disability from Medical Board of Goa Medical College/Competent Certifying Authority as designated by the State Government.

#### **Group I (c) –(Sponsored) Category:**

Candidates passing B. Pharm/B. Pharm. Sci. Examination from Goa University/Goa College of Pharmacy and sponsored by Government of Goa or pharmaceutical industry in Goa/Academia.

Candidates must have minimum five years of fulltime work experience in a registered firm/company /industry/educational and research institution/any Government Department of Government, Autonomous Organization in the relevant field in which admission is being sought. **Seat under Sponsored Category shall first be offered to candidates sponsored by Government of Goa, and thereafter, to other sponsored candidates.**

**Group I (d)- Economically Weaker Section (EWS) Category:**

Candidates passing B. Pharm/ B. Pharm. Sci. Examination from Goa University/ Goa College of Pharmacy shall be eligible under this category. These seats can be availed by candidates not covered under scheme of reservation for SC's, ST's and OBC's, and whose family has gross annual income below Rs. 8.00 lakhs, and fulfil other specified criteria.

Applicants wishing to avail admissions to seats reserved for EWS are required to produce Income and Assets Certificate in specified format, issued by Mamlatdar of concerned Taluka.

Seats reserved for EWS shall be offered to eligible candidates from General Category Merit lists, not covered by SC, ST and OBC reservation.

Therefore, all applicants wishing to avail these EWS seats, during the General Category admission rounds must produce Income and Assets Certificate in specified format, issued by Mamlatdar of concerned Taluka, during the admission rounds.

**In case there are no eligible applicants under this category, these seats shall not be transferred to other category.**

**Group II- (OBC/SC/ST) category**

**OBC of Goa-**

Applicants passing B. Pharm/ B. Pharm. Sci. Examination from Goa University/ Goa College of Pharmacy belonging to any of the following castes (included in the list of Other Backward Communities in the State of Goa) shall be eligible under this category, on production of Caste Certificate provided he/she belongs to non-creamy layer of OBC community as defined by the State/Central Government, meets all other conditions of residence under the General Category and he/she or his/her fore fathers belong to Goa or migrated to Goa before 19<sup>th</sup> February, 1968.

*Castes:* Bhandari Naik, Christian Barber, Christian Mahar, Vishwakarma/Chari/Mesta, Dhangar, Dhobi, Gosavi, Koli, Kharvi (I/c Christian Kharvi), Kalaikar, BlackSmith /TinSmith, Kumbhar, (I/c Christian Kumbhar), Mahalo, Modval, (I/cChristian Dhobi), Nabhik, Nai, Napit, Nathjogi, Nhavi, Pagi/Gabit, Rajak, Satarkar, Shimpi, Thakar & Teli (I/c Christian Teli) Christian Renders, Komarpant and Thakar (Goa Gazette Series I No. 43 23<sup>rd</sup>Jan 2014pg1475, 1476).

**Scheduled Castes (SC) of Goa:**

Applicants passing B. Pharm/ B. Pharm. Sci. Examination from Goa University/ Goa College of Pharmacy belonging to any of the following castes included in the list of Scheduled Castes in the State of Goa shall be eligible in this category, on production of caste certificate provided that he/she or his/her fore fathers either belong to Goa or have migrated to Goa before 19<sup>th</sup> February 1968 (Non-migrant).

*Castes:* 1. Bhangui 2. Chambhar (Hadi), 3. Mahar, 4. Mahyavanshi (Vankar), 5. Mang.

**Scheduled Tribes (ST) of Goa:**

Applicant belonging to the following castes included in the list of Scheduled Tribes in the state of Goa [Notification No. 13/14/90-SWD (Vol.) II] dated 22-04-2003 shall be eligible in this category, on production of caste certificate provided that he/she or his/her forefathers either belong to Goa or have migrated to Goa before 16<sup>th</sup> February, 1968 (Non-migrants).

*Castes:* 1. Dhodia (Halpati), 2. Dubla (Talavia), 3. Naikda (Nayaka), 4. Siddi, 5. Varli, 6. Kunbi, 7. Gawda, 8. Velip.

**Group III-(Open) Category:****Students passing B. Pharm exam of any University (General)**

All the candidates with the qualifying Degree from any University will be considered in Group III (open) category.

***Note:***

- 1. Applicant may opt for all groups, he/ she is eligible and wishes to apply for.**
- 2. Candidates belonging to Group-I are also eligible to apply under Group-III.**
- 3. Any seat remaining vacant in Group II and Group III shall be transferred to Group I.**

**Provisional Eligibility Certificate/ Migration Certificate:**

The candidates who have passed the qualifying examination from university other than the Goa University and seeking admission to M. Pharm. courses shall have to submit a provisional eligibility certificate from the Registrar, Goa University along with their applications for admission, without which the application is liable to be rejected. Such candidates are also required to submit Migration Certificate. Applicants are advised to refer to website of Goa University [www.unigoa.ac.in](http://www.unigoa.ac.in).

v) **METHOD OF SELECTION:**

- 1) Separate merit list shall be prepared for each group, as follows:
  - a) Total qualifying marks will be computed for each candidate by assigning 30% weightage to the cumulative performance at First to Eighth Semester/ First to Fourth Year B.Pharm. Examination for regular candidates and 70% weightage to performance (score/percentile) at GPAT 2025/GPAT 2026. In case of lateral entry students, the CGPA awarded by the University for Sem I and Sem II based on marks awarded for D. Pharm, and additional subjects studied, shall be considered while preparing the aggregate percentage marks.
  - b) Applicant who has scored higher total qualifying marks shall be placed higher in merit list.
  - c) In case total qualifying marks as computed above of two or more applicants are equal, applicant who has scored more marks in final year B. Pharm. (Sem VII and Sem VIII) will be placed higher in merit list.
  - d) Eligibility and merit list, shall be displayed group wise as per specified schedule.
- 2) Candidates shall attend in person during round of admission, together with Acknowledgement Card, Documents in original and fees as per specified schedule. No separate intimation will be sent.
- 3) Candidates reporting for admission shall be provided an opportunity to select the branch (Pharmacology/Pharmaceutical Quality Assurance/ Pharmacognosy/ Pharmaceutical Chemistry) from the seats available as per his/her order of merit in the merit list.
- 4) During admission round, seats reserved for Group I(b), I(c), II and III shall be offered to eligible candidates from the group and unclaimed/vacant seats from these groups shall be transferred to Group I(a) (General) during each round of admission.
- 5) If any candidate fails to turn up for admission rounds as specified in the admission schedule or does not accept admission offered, he/she shall forfeit his/her claim, as per his/her turn in merit position for that round and the seat will be offered to next person in the merit list.

**vi) FEES:(Table 1)**

The duration of the course is of four semesters. The fees payable per semester are as indicated below:

Sr. No.		Non-sponsored (Rs)	Sponsored (Rs)
1.	* Admission Fees	2500/-	2500/-
2.	Tuition Fee (per semester)	45,360/-	60,480/-
3.	Gymkhana Fee (at the beginning of each semester)	300/-	300/-
4.	Magazine Fee (yearly)	100/-	100/-
5.	Caution Money Deposit & Library Deposits- (Refundable on completion of course or at the time of leaving the College).	(700+700) =1400/-	(700+700) =1400/-
6.	Student's Aid Fund (yearly)	50/-	50/-
7.	Annual Social Gathering Fee (yearly)	200/-	200/-
8.	Development Fee (per semester)	7500/-	9500/-
9.	Computer facility (per semester)	500/-	500/-
10.	Insurance fee	100/-	100/-
11	Identity card	50/-	50/-
	Total Fees to be paid at the time of admission	<b>58,060/-</b>	<b>75,180/-</b>

Note: \*Charged at the time of admission only.  
Additionally, payment receipt of application

**\*UGC scholarship for SC, ST, OBC, PwD students. Eligible students should submit their scholarship form for the academic year by February. Details can be obtained from Goa University.**

**vii) HOSTEL ACCOMMODATION:**

- a) Hostel facilities are available in the hostel of the College for boys and girls. All students residing in the hostels will have to abide by the hostel rules and regulations to maintain discipline in the hostel.

b) Hostel Fees:

1)	Hostel Deposits (Refundable)	Rs. 1,000/-
2)	Hostel Rent (Per Semester)	Rs. 4,000/-
3)	Hostel Maintenance Fee (per semester)	Rs. 3000/-
	Total	<b>Rs. 8000/-</b>

Hostel Fees are payable at the commencement of each semester. A fine of Rs. 10/-per week and part thereof will be charged for late payment of all fees. The rate of fine may be increased at the discretion of the principal.

c) Refund of Hostel Fees/Deposits:

The Hostel Deposit may be claimed by submitting an application for the same in the prescribed form. The application form should be accompanied by the Fee Receipt under which the deposits were first made. Application for refund should be made within one year of the date of leaving the Hostel/passing the examination. No application for refund of Hostel Deposits will be entertained after a period of one year and the deposits will be treated as Government revenue.

**viii) REFUND OF FEES:**

All Fees paid by the students at the time of admission except admission fee shall be refunded after deducting **Rs. 2,000/- (Rupees Two Thousand only)** as administrative charges if the student informs the principal in writing within one month from the date of closing of admission.

Admission fee of Rs. 2,500/- shall not be refunded under any circumstances except if the candidate expires or becomes invalid within 90 days of the date of final round of admission in such a case the entire fee including admission fees shall be refunded.

**NOTE:** -The receipt under which the fees were paid to the College should be attached to the application for claiming refund of fees.

**ix) APPLICATION FORM AND SUBMISSION DETAILS:**

- a. All notifications related to admission shall be notified in two newspapers in Goa viz., one English daily and one Marathi daily. Principal is empowered to release the notifications related to admissions in the respective newspapers.
- b. The e-prospectus shall be available on the web-site <http://www.gcp.goa.gov.in> of Goa College of Pharmacy well in advance for the candidate's information. The application form for admission is also included in the e-prospectus.

The candidates are required to download the same for submission as per the schedule of admission given in the e-prospectus duly filled along with the photocopies of the eligibility documents required and listed in the e-prospectus.

**The duly filled –in application should be submitted to the Office of Principal, Goa College of Pharmacy, 18<sup>th</sup> June Road, Panaji, Goa–403001; along with Application Fee of Rs. 2,500/-through Challan/Transaction acknowledgement copy. The payment maybe done by using the link: <https://echallanpg.goa.gov.in>**

c. Submission of filled Application form:

Application form duly completed should be submitted either personally to the office of the Principal, Goa College of Pharmacy or sent by Registered Post to the office.

The application should be accompanied by certified true copies of testimonials, certificates and receipt of payment of application fees.

The last date for submitting the application is **Monday, 20<sup>th</sup> July 2026, by 4:30pm.**

### 13. ADMISSION SCHEDULE:

(All dates pertain to year 2026)

Sr. No.	Activity/Event and place	Date and time
1.	Uploading Prospectus on Goa College of Pharmacy website. <a href="http://www.gcp.goa.gov.in">http://www.gcp.goa.gov.in</a> .	<b>Monday, 15<sup>th</sup> June, 2026</b>
2.	Receiving application forms at admission Center complete in all respects (Goa College of Pharmacy, Panaji-Goa)	<b>6<sup>st</sup> July, 2026 to 20<sup>th</sup> July, 2026</b> from 10 am to 1pm and 2 pm to 4.30 pm (on working days)
3.	Display of eligibility–cum–merit list at admission Center.	<b>Thursday, 23<sup>rd</sup> July, 2026</b>
4.	Last date for compliance	<b>Monday, 27<sup>th</sup> July, 2026</b>

#### First Round of admissions

a) Group I (a), I(d)	<b>Wednesday, 29<sup>th</sup> July 2026 10.00 am onwards</b>
b) Group I (b), I (c), II	<b>Wednesday, 29<sup>th</sup> July 2026 10.00 am onwards</b>
c) Group III	<b>Wednesday, 29<sup>th</sup> July 2026 10.00 am onwards</b>

#### Second Round of admissions

All Groups	<b>Friday, 31<sup>st</sup> July 2026 at 11.00am</b>
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#### Third Round of admissions

All Groups	<b>Monday, 3<sup>rd</sup> August 2026 at 11.00am</b>
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**Date of Starting Classes: 5<sup>th</sup> August 2026**

N. B: 1) The above dates are tentative. Any changes in the schedule will be notified in newspapers/press.

2) The vacancies created during the second and subsequent rounds shall be filled on the same day and the candidates are requested to remain present till end of the round/office hours.

#### **14. AGREEMENT AND UNDERTAKING:**

Students who have qualified at the GPAT 2025/2026 examination and who will be paid scholarship as sanctioned by the Government of India will have to sign an Undertaking to the effect that he /she will abide by the rules relating to the scholarship and he/she will not accept employment during the tenure of the scholarship. The specimen forms for signing of the Undertaking/Agreement are appended to this prospectus. However, such documents will have to be submitted only after admission is secured.

#### **15. LAST DATE FOR ADMISSION:**

The first semester for the M. Pharm. Course commences on **5<sup>th</sup> August 2026** and admission to the course will close by **4<sup>th</sup> September 2026**. No students will be admitted after the period of one month.

#### **16. THE GOA PROFESSIONAL COLLEGE –RULES OF CONDUCT:**

**Rules, Discipline: All admitted candidates shall be required to strictly abide by the provisions of rules and regulation prescribed by Goa University/Institute, as regards the conduct and discipline. Ragging in any form is strictly prohibited and in case any applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the educational institution, if his explanation is not found satisfactory.**

**Attention of all applicants is drawn towards Annexure I containing UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institution, 2009, and provision of Goa Prohibition of Ragging Act, 2008 (Goa Act 9 of 2009) in official Extra Ordinary Gazette Series I, No. 26 dtd17/7/09.**

16. 1. Every student shall carry on his/her person, an identity card issued by the College immediately after admission and endorsed every year.

16. 2. Students are expected to behave with decorum to follow the regulation of the Institute and to pay due respect to the faculty and other officials. Conduct in consistent with general good order or persistent neglect of work or failure to respond promptly to official notice invite punishment with dismissal.

16. 3. Students shall be regular in attending the classes and practicals. Classwork such as journals, practicals, project work and studies, are also counted towards the University

r results. The Principal of the College shall be the competent authority not to grant the terms and detain a student and not send him/her for the University Examination in case he/she does not fulfill the minimum requirements of attendance, classwork, project work or in case he/she does not appear for the College Tests or if the performance is not found to be satisfactory.

16. 4. Damage to the college property (fixtures, fittings, instruments, furniture, books/periodicals, vehicles, building, etc.) shall be viewed seriously and might result in instant expulsion of guilty student(s).
16. 5. The reputation of the college depends upon the student's conduct in classrooms, playfields, functions, hostel and in public places. If any student falls short of a respectable code of conduct anywhere, the Principal will enforce discipline, by imposing appropriate penalties/ measures including expulsion from the College. Smoking in the College premises is strictly prohibited.
16. 6. Loud talking, loitering or congregating in the corridors is a source of distraction and annoyance to others and is therefore strictly prohibited.
16. 7. Students absent, wholly or partly at any of the Institute's examination (whatever may be reason) must appear for a 'Supplementary examination' before they continue attending classes.  
Those failing to do so, are warned that they will not be allowed to sit for the final examinations. The authorities have the right to reject any medical certificate that may be presented by a student to justify his/her absence from any test or examination.
16. 8. The Principal reserves the right to remove from the roll, the name of any student for failure to pay the College/Hostel dues in time. The decision of the Principal in matters relating to general discipline shall be final.
16. 9. There is no uniform prescribed in general, but for practical classes, students must wear white laboratory coats. Students have to wear head cloth for Pharmaceutics and Microbiology practicals. Students must also bring their own instruments and tools as prescribed by the College.
16. 10. Students of the College are provided with a bus pass, as to avail themselves of the College Bus facility. The students admitted will have to pay the prescribed fees for obtaining a bus pass.
16. 11. The students are expected to have 100% attendance at classes as per the regulation of the Goa University and the concerned Statutory Bodies. However, a minimum of 75% attendance is essential in each subject failing which, a student shall not be allowed to appear for the University Examination. For details, please refer conduct rules.
16. 12. The students are required to strictly abide by the code of conduct and any lapse will be dealt with in accordance to the rules and regulations of College/University.
16. 13. **Ragging is strictly prohibited.** Any student found indulging in ragging shall be expelled from the College Hostel.

16. 14. Students are strictly forbidden to bring to the Institute books, magazines, tools or any other items apart from their prescribed books and tools. All other articles brought for a special purpose must be shown to the security and respective lecturer/instructor. Students taking out any object unauthorized, without prior written permission of the Principal are liable for punishment including dismissal from the Institute.
16. 15. In case of damage of furniture, apparatus or other property of the Institute, the cost of repairs or replacement will be charged to the student responsible for the damage. The Government may impose collective fines to compensate for any damage.
16. 16. Students are expected to actively participate in all co-curricular activities such as seminars, debates, excursions, sports, etc. they should also attend major annual functions like annual sports, inter-religious meet, Patron's Birth & Death Anniversary celebrations, etc.
16. 17. Students are not authorized to make any collections for whatever purpose in the Institute. Presentation in honor of a staff member cannot be organized without the written permission of the Principal.
16. 18. Students must keep their guardians informed of their progress by informing them about their performance in the monthly tests, etc. Parents and guardians must realize that the training of their wards is their joint responsibility and check the progress, conduct, regularity of their wards from the Principal personally. Parents must come to meet the Principal without fail whenever they are called.
- 16.19. Any student who is persistently insubordinate or mischievous or has committed many acts of serious indiscipline or in the opinion of the Principal has an unwholesome influence on his classmates may be expelled permanently from the Institute or suspended for a specified period.
16. 20. In no case, will any certificate be granted until all dues to the Institute have been paid.
16. 21. The Management undertakes no responsibility in respect of student's tools, drawing instruments, etc. Students are advised to have their property plainly marked with their names, locked up and removed at the end of each year.
- 16.22. Everything produced in the Institute by students using Institute's material remains the property of the Institute.
16. 23. Students shall not handle or displace any of the machines, models, apparatus or books belonging to the Institute except with the permission of the Principal.

## **17. THE GOA PROFESSIONAL COLLEGE HOSTEL RULES, 1995:**

### **Short Title and Commencement:**

1. These rules may be called the Goa professional College Hostel Rules, 1995. They shall come into force at once.

### **Admission:**

2. Admission to the Professional College Hostel, shall be restricted to bonafide students of the College and shall be strictly on the basis of these rules.
3. Admission to the hostel will be for a period of one academic term only.
4. Application for hostel accommodation; shall be submitted on the prescribed form available in the office of the Principal/Warden, any time after the commencement of each academic term.
5. Accommodation shall be provided on the basis of availability and need. Outstation students will be given first preference.
6. Admission to the hostel and allocation of rooms is left at the discretion of the Principal/Warden/Superintendent of Hostel, whose decision in this regard shall be final.
7. No students shall be admitted to the hostel unless the requisite fees and caution money deposit are paid.
8. Renewal of admission to hostel and transfer of rooms shall be done at the beginning of every term including compulsory transfer as per rules of the hostel. Mutual transfer between hostelites is not permissible under these rules.
9. Ex-students will be admitted in the hostel depending upon the availability of seats during the examination time only. The proportionate rent for accommodation shall be payable in advance. They will have to vacate the accommodation immediately after the examination is over. The allotment of hostel accommodation to ex-students will be done by Principal/Warden only.
10. Students must vacate hostel accommodation every year immediately after semester examination for maintenance work by P.W.D. Room possession should be given to the Hostel Clerk and receipt obtained to that effect. Re-allotment in fresh semester will be done only if a student had vacated the allotment of prior semester in time

### **Maintenance of Rooms:**

11. Musical instruments, radios, TVs, video, etc. shall not be allowed in the rooms.

12. The authorities are not responsible for loss of jewelry, cash, etc. from the rooms. The hostelites in their own interest are advised not to keep any valuables in the room. Use of electrical appliances is not permitted.
13. The hostelites shall be held responsible for damages to the building fixtures and furniture in the hostel as a result of their activity. They will be penalized for damages individually or collectively depending upon the situation.
14. Fan and light in the room may be used only when required and should be switched off every time they leave their rooms.
15. The maintenance of peace shall be a collective responsibility of the students in the hostel. Any disturbance in the hostel of any kind may lead to disciplinary action. Gambling, possessing and consuming of alcohol and narcotic drugs shall be strictly prohibited in hostel premises.
16. No hostelites shall be allowed to keep any fire arms or lethal weapons in the hostel.
17. All students residing in the hostel are accountable to the Principal, Warden, Chairman, Hostel Committee, Hostel Superintendent for their orderly and good conduct. Activities other than those permitted by the Principal/Hostel Superintendent are not allowed in the hostel. No political meeting shall be allowed in the hostel premises in any case.
18. Hostelite shall be in the hostel campus by 9.30 p. m. Prior permission shall be taken from the Warden to stay away from the hostel beyond 9.30 p. m.
19. Each prefect will maintain an attendance register. A separate register will be maintained with Prefect/Hostel Superintendent in which a resident will sign before going home and after coming back from home. After 9.30 p. m. residents are expected to remain in their rooms. At 10.00 p. m. all the gates will be locked by the watchman.
20. No hostelite shall stay overnight outside the hostel without written intimation to the Warden. The hostelites shall record the overnight stay outside the hostel in the register maintained in the Warden's office.
21. The hostel authorities reserve the right to cancel the accommodation if a hostelite is found using the room infrequently.

**Visitors to the Hostels:**

22. The visitors will be allowed in the visitor's room only. However, a male visitor may enter the room in the Boys Hostel provided he is escorted by the hostelites in and out of the hostel.

23. A female visitor may enter the room in the Girls Hostel provided she is escorted by the hostelite in and out of the hostel.
24. No male visitor will be allowed to enter the rooms in the Girl's Hostel and no female visitor will be allowed to enter the rooms in the Boy's Hostel.
25. The authorities and hostel staff are authorized to enter the rooms whenever a situation demands.
26. No guest will be allowed overnight stay in the hostel. The parent/guardian of the hostelite will be provided accommodation in the Guest House on payment, depending upon the availability.
27. All non-residents must leave the hostel premises before 7.00 p. m. Outsiders are not allowed to stay in the resident's room except for social visits during the daytime and under no circumstances after 7.00 p. m.

**Sickness:**

28. Every hostelite shall report to the Warden any sickness. The Warden will try to help the hostelite in getting medical care.

**Fees:**

29. The hostelite must pay the fees on admission. Failing to pay the fees may lead to cancellation of hostel admission.

**Hostel Mess:**

30. It is compulsory for all the hostelites to join the Mess in the hostel. All the hostelites shall pay the Mess deposit as per rules and regulations of the Mess.
31. The established dues of the monthly Mess shall be paid within seven days of the notice on the notice board.
32. No credit shall be permitted in the Mess.

**Vacating the Room:**

33. While vacating the room, the hostelite shall pay all the dues of the hostel. He/she shall hand over the charge of the room after proper inventory, to the Housekeeper and obtain a No Dues Certificate from the Warden: Failing to do so may lead to action as deemed fit by the authorities.

**Ragging:**

34. Ragging in any form is strictly prohibited. Anyone found indulging in ragging shall be expelled from the Hostel/College.

**Disciplinary Action:**

35. The hostelites shall strictly abide by these rules and regulations relating to the Hostel Mess, Reading room/T.V. room, etc. The Warden is authorized to debar a hostelite from staying in the hostel for a period of one month if he/she violates the rules and regulations of hostel.

36. The authorities reserve the right to suspend or terminate the admission to the hostel/College after proper inquiry. The decision of the authorities shall be final. The rules shall be subject to alteration or/and additions as deemed necessary.

## CHAPTER I

### 18. GOA UNIVERSITY AFFILIATED COLLEGES DISCIPLINARY ACTION RULES (Goa University, Bambolim-Goa)

R-1. Rules for taking disciplinary action against students of affiliated Colleges of the Goa University.

#### **Preamble:**

Whereas it is considered necessary and expedient to frame rules under which disciplinary action may be taken at various levels against students of Colleges affiliated to the Goa University, the following rules have been framed, under Section 22 (q) and clause 5 of the statute No. 26.

R-1.1) These rules shall be called Goa University Affiliated Colleges Disciplinary Action Rules:

R-1.2) These rules shall come into force with immediate effect.

R-1.3) Definitions:

- a) 'College' means any educational institution coming within the purview of the University and shall include Hostels attached to the College also.
- b) 'Student' means any person admitted to a College for receiving instructions for any course recognized by the University either full time or part time and whose name is on the rolls of the College. The word student shall, whenever context requires, mean students also.
- c) 'Teacher' means Physical, Cultural or Sports Instructor/Asst. Instructor, Associate Professor, Workshop Superintendent, Demonstrator, N. S. S. Officer, Lecturer, Reader or Professor.
- d) 'Principal' means the Head of the Institution in which the student is enrolled.
- e) 'Disciplinary Authority' means an authority competent to impose penalty on a student under these rules for any act of in-discipline or misconduct and includes Teacher, Lectures, Reader, Professors, Heads

of Departments, Principal, Vice-Chancellor and Executive Council of the University.

- f) 'Inquiry Authority' means a Committee of three members of the local Management Council/Advisory Council nominated by the Principal, to inquire into the charge of major acts of in-discipline by a student or a group of students.

R-1.4) Acts of In-discipline:

The following will constitute acts of in-discipline:

**(a) Minor acts of in-discipline:**

- 1) Causing disturbances within the College premises, Laboratory or Reading Room, Common Room, Playground or Hostel.
- 2) Diverting the attention of the students from the Lectures or of the teacher from teaching.
- 3) Insubordination and/or disrespect to the teacher within or outside the College premises.
- 4) Habitual inattention to class work.
- 5) Disturbing a class from outside.
- 6) Loitering aimlessly in the corridors, making noise disturbing the classes.
- 7) Picking up a quarrel with the staff, teaching or non-teaching or with other students.
- 8) Using filthy language and abuses in the College or Sports--Ground.
- 9) Smoking openly within the College campus.
- 10) Bringing and playing cassettes or tuning radios inside the class or outside during class hours.
- 11) Any other act or acts which the Principal may deem as minor act of indiscipline.

**(b) Major Acts in case of In-discipline:**

- 1) Repetition of minor acts of in-discipline in spite of repeated warnings and penalties imposed.
- 2) Attending the College dressed in a manner contrary to social norms prevailing from time to time.
- 3) Indecent exposure in a provocative manner.
- 4) Behaving in a manner tending to rouse baser passions among the members of the same or opposite sex.
- 5) Disfiguring the walls, floor, furniture, etc. of the College.

- 6) Wanton destruction of the College property.
- 7) Instigating others to commit acts of in-discipline.
- 8) Organization of movements subversive of discipline of the College.
- 9) Physical intimidation of other students and staff.
- 10) Indulging in criminal act of any kind.
- 11) Rousing communal and caste feelings among students.
- 12) Demonstration of disloyalty to the country, its constitution and its flag.
- 13) Ragging of any kind tending to cause physical and mental torture to other students, or forcing others to submit to indignity and nuisance.
- 14) Attending the College in drunken state and indulging in unseemly behavior, using opiates of any kind like Marijuana, Hashish, Bhangh, Heroin and LSD.
- 15) Bringing to the College whistles, drums, blow pipes and such other instruments with the intention of creating noise and disturbing the peace of the College.
- 16) Any other act or acts which the Principal considers as major acts of in-discipline.

R-1.5) Nature of Penalties and Authorities to impose them:

For Minor Acts of In-discipline 1		For Major Acts of In-discipline 2	
Penalties	Authority empowered to impose them	Penalties	Authority empowered to impose them
(a)	(b)	(a)	(b)
i) Issue of Warning	Teacher /Head of the Department or the Principal	i) Suspension from College upto one month	Principal
ii) Sending the students out of his class and not letting him into his class upto a maximum of two consecutive periods.	Teacher	ii) Asking the parents to withdraw the student from the college.	Principal
iii) Imposing a fine not exceeding Rs. 100/-	Principal	iii) Rustication from college	University, Executive council on the recommendations of the Vice Chancellor after considering the report of the Principal

iv) Suspension from the college for a period not exceeding seven working days at a time.	Principal		
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## CHAPTER II

### 19. PROCEDURE TO BE FOLLOWED IN IMPOSING PENALTIES FOR MINOR ACTS OF INDISCIPLINE

R-1.6) *Issue of Warning* :— Oral by the teacher concerned. If this does not produce desired effect, the teacher concerned shall give a written complaint to the Head of Department, who will issue further warning to the student after advising him/her suitably. If this also fails to reform the student, the Head of the Department shall forward the written complaint, of the teacher to the Principal with the remarks. The Principal on receipt of the complaint, shall make oral inquiries and if the student named is found guilty, he shall issue a written warning to the student with a copy of the warning sent to parents/guardians of the student.

R-1.7) *Sending the student out of the class and marking him absent for the class by the teacher concerned* :— If the student does not make amends by behaving well, the teacher concerned may refuse to let him into his class for a maximum of two periods at a time and he shall make a written report to the Principal through the Head of the Department giving reasons for keeping the student out. In forwarding the letter to the Principal, the Head of the Department shall inform the Principal of the efforts he has made in settling the issues between the teacher and the student. On receipt of the complaint of the teacher with comments of the Head of the Department, the Principal shall make his own inquiry into the reason for which the teacher kept the student out of the class. If the guilt of the student is proved, the Principal shall send for the parent/guardian of the student and advise him to persuade his ward to conduct himself in a befitting manner. The Principal also will record the action taken by him and obtain the signature of the student in the Register kept specially for such purpose. He shall also file the report of the teacher along with the remarks of the Head of the Department. If the student confesses his guilt, the fact may be recorded accordingly with the signature of the student and the parents. The Principal may then request the teacher to let the student to his class.

R-1.8) *Imposing a fine not exceeding Rs. 100/- at a time*:— The Principal *suo moto* or on written complaint from a teacher through the Head of the concerned Department (who shall offer his forwarding remarks regarding the efforts he has made to settle the issue at his level), shall make his own inquiry and after satisfying himself regarding the guilt of the student may impose on the student involved a fine not exceeding Rs. 100/- at a time, the quantum of the fine being in accordance with the gravity of the offence committed by the student.

R-1.9) *Suspending the student from the College for a period not exceeding 7 working days with loss of attendance* :— The Principal, *suo moto* or on the complaint from a teacher forwarded through the Head of the Department (who will record the result of his own findings on the charge made by a teacher of his Department) may make further inquiry if needed. If the guilt of the student is confirmed, the Principal shall place the student under suspension for a period not exceeding 7 working days at a time, with loss of attendance for the period of suspension, the suspension being regarded as penalty. The Principal also shall make a record of the case and the action taken in the Register mentioned above, and inform the parent/guardian of the student of the action taken. Suspension from the College necessarily entails suspension from the hostel if the student is the resident of the hostel.

- Note:-
- 1) Where the Principal either alone or along with others is an eye witness to the act of in-discipline by the student, he may take action *suo moto*. In such a case he shall call the student to his Chamber along with other eye witnesses, if any, and record in the presence of the student, details about his misbehavior and obtain thereon the signatures of the eye witnesses. The Principal shall make an on the spot inquiry recording the statement of the student. On the basis of the inquiry, the Principal shall record his findings and impose such penalty as he may deem fit, in case the acts of indiscipline/misconduct fall into the minor category.
  - 2) In all cases of minor acts of in-discipline, if the student admits his guilt and apologizes for his misbehavior orally, if the guilt is trivial, or in writing if the guilt is not so trivial, it is left to the discretion of the Principal, in consultation with the teacher who has given his complaint, to excuse him or impose anyone of the minor penalties. These facts, however, shall be recorded before the case being regarded as closed.
  - 3) In case in which penalties of fine and suspension are imposed, the Principal may, if he thinks it necessary consult the College Council, for their advice.

### **CHAPTER III**

#### **20. PROCEDURE TO BE FOLLOWED FOR IMPOSING PENALTIES FOR MAJOR ACTS OF INDISCIPLINE**

R-1.10) The Principal *suo moto* or on the written report from a teacher or the Head of the Department, or any other employee of the College or any other student, shall make preliminary inquiry into the allegations of misbehavior and major acts of indiscipline. And, if he is satisfied that there is *prima facie* case, for a full-fledged inquiry, he shall place the student under suspension from the College, pending detailed inquiry into the imputations of the major acts of indiscipline or misconduct supplying at the same time to the student a copy of the imputations of acts of indiscipline or misconduct. The Principal at the same time shall write to the parents/guardians of the student, informing them of the suspension and advising them to withdraw the student from the College, which will not disqualify him from seeking admission to some other Colleges, thereby giving an opportunity to the student to improve his behavior and conduct in a new

environment. The parents/guardians may also be informed that if they fail to withdraw their student from the College, a detailed inquiry will be conducted into the imputation of misbehavior and if the allegations are proved, the student may be rusticated from the College which will disqualify him from seeking admission to any other College of the University. If the parent/guardian of a student withdraws the student from the College, further proceedings shall be dropped and the Principal shall issue transfer certificate of the student on an application by the student/parent/guardian. Otherwise, the Principal shall place the student under suspension pending inquiry, and keep the Vice-Chancellor informed of the interim suspension and the proposal to institute inquiry into the imputations of major acts of indiscipline against the student. The Principal shall allow the student to take the University examinations provided he satisfies the requirements of attendance but in view of the inquiry pending against him, the Vice-Chancellor shall be requested to instruct the Controller of Examinations to withhold the result of his examinations, pending final decision of the University on the report of inquiry into the imputations of acts of indiscipline against him.

R-1.11) Procedure for conducting inquiry when it is proposed to impose the highest penalty of rustication from the College:- When the Principal is of the opinion that there are grounds for inquiring into the truth of any imputations of major acts of indiscipline by the student and when he proposes to hold an inquiry against the student, he shall draw up or cause to be drawn up:

- i) The substance of the imputation of major acts of indiscipline into define and distinct articles of charge;
- ii) A statement of imputations of acts of indiscipline in support of each article of charge, which shall contain,
  - a) A statement of all relevant facts including any admission or confession made by the student
  - b) A list of documents by which, and list of witnesses by whom, the articles of charge are proposed to be sustained.

R-1.12) The Principal shall deliver or cause to be delivered to the student a copy of the articles of charge, the statement of the imputations of acts of major indiscipline and a list of documents and witnesses by which each article of charge is proposed to be sustained, and shall require the student to submit within such time as may be specified by the Principal, a written statement of his defence and to state whether he desires to be heard in person. If the student evades delivery of the communication, a copy of the same shall be sent by R. P. A. D. and also by certificate of posting and by affixture on the notice board of the College.

R-1.13) On the receipt of the written statement of defence, the Principal shall nominate a Committee of three members of the Local Managing Committee/Advisory Council with the senior most among them as Chairman or nominate any other person as an Inquiry Officer hereafter called the Inquiry Committee, to conduct the inquiry. Where the Principal himself is a witness of the act of indiscipline or misconduct, he shall appoint a person outside the College staff to be Inquiry Officer.

R-1.14) The Principal himself or a senior member of the staff nominated by him may be 'Presenting Officer' to present on behalf of Principal, the case in support of the articles of charge.

R-1.15) The Principal shall forward to the Chairman of the Inquiry Committee/Inquiry Officer:

- i) a copy of the articles of charge and the statement of imputations of acts of major indiscipline;
- ii) a copy of written statement of defence, if any, submitted by the student;
- iii) a copy of the statements of witnesses, if any, referred to in rule 11 (ii)(b);
- iv) evidence proving the delivery of the documents referred to in rule (11)(1) to the student
- v) a copy of the order appointing the 'Presenting Officer' where the Principal is not the Presenting Officer.

R-1.16) The Principal, in consultation with the Inquiry Committee/Officer, shall appoint a date, time and place of inquiry and communicate the same to the student by registered post and under Certificate of Posting and by affixture on the Notice Board of the College.

R-1.17) The student shall appear in person before the Inquiry Committee/Officer on the appointed day.

R-1.18) The student shall not be entitled to engage a legal practitioner to defend him unless the Presenting Officer appointed by the Principal is a legal practitioner.

R-1.19) If the student who has not admitted any of the articles of charge in his written statement of defence, or has not submitted any written statement of defence, appears before the Inquiry Committee/Officer, the Committee/Inquiry Officer shall ask him whether he is guilty or has any defence to make, and if he pleads guilty to any of the articles of charge, the Inquiry Committee/Inquiry Officer shall record the plea, sign the record and obtain the signature of the student who pleads guilty.

R-1.20) The Inquiry Committee/Inquiry Officer shall record a finding of guilt in respect of those articles of charge which the student admits:

- a) If the student fails to appear at the appointed time, date and place without leave of absence, the Inquiry Committee/Inquiry Officer shall proceed with the inquiry and record the evidence in proof of the articles of charges.
- b) If the student is absent at the Inquiry and has sent an application for adjournment of inquiry on valid grounds, the Inquiry Committee/Inquiry Officer shall consider the validity of the grounds of absence and adjourn the inquiry and communicate or cause to be communicated the date, time and place of adjourned inquiry by, Registered Post and Under Certificate of Posting and by affixture on the Notice Board.

R-1.21) On the date fixed for inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved, shall be produced by the Presenting Officer. The witnesses shall be examined by the Presenting Officer and may be cross-examined by the student facing Inquiry. If the Principal has been cited as a witness, he shall also submit himself to be cross-examined by the student. The Presenting Officer shall be entitled to re-examine witness on any point on which they have been cross-examined. The Inquiry Committee/Officer may also put questions to the witnesses as may be necessary to find out the facts.

R-1.22) If it shall appear necessary before the close of the case on behalf of the Principal, the Inquiry Committee/Officer may, in its/his discretion, allow the Presenting Officer to produce evidence not included in the list given to student, or may call for new evidence, or recall and re-examine any witness, and as such the student shall be entitled to have, if he demands a copy of the list of further evidence proposed to be produced and adjournment of the Inquiry for three clear days. The Inquiry Committee/Officer shall give the student an opportunity of inspecting such documents before they are taken on record. The Inquiry Committee/Officer may also allow the student to produce new evidence if it is considered that the production of such evidence is necessary in the interest of justice.

R-1.23) When the evidence in support of the charge is closed, the student shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the student shall be required to sign the record. In any case, a copy of the statement of defence shall be given to the Presenting Officer, appointed, if any.

R-1.24) The evidence on behalf of the student shall then be produced. The witnesses produced by the student shall be examined and shall be liable to cross-examination, re-examination and examination by the Inquiry Committee/Officer according to the provisions applicable to the witnesses on behalf of the Principal.

R-1.25) The Inquiry Committee/Officer, after the student closes his case, shall generally question him on the circumstances in the evidence against him.

R-1.26) The Inquiry Committee/Officer may, after the completion of the production of the evidence, 'hear the Presenting Officer and the student or permit them to file a written brief of their respective cases, if they so desire.

R-1.27) The Inquiry Committee/Officer shall record evidence of all the witnesses examined and obtain signature thereon of the person facing inquiry if he is present at the inquiry and of the Presenting Officer. The Committee/Officer shall get the signature on all the pages on which the statement of witnesses and answer to examination and cross-examination are recorded.

R-1.28) If the student to whom a copy of the article of charges has been delivered, does not submit the written statement of defence on or before the date specified, or does not appear in person before the Inquiry Committee, or otherwise fails or refuse to comply with the provisions of these rules at any stage of the Inquiry Committee may hold the inquiry ex-parte.

R-1.29) After the conclusion of inquiry, the Inquiry Committee/Officer shall record their/his assessment of the evidence in respect of each article of charge and finally record findings on each article at charge separately, with the reasons for the findings.

R-1.30) Finally, the Inquiry Committee/Officer shall prepare the report of inquiry which shall contain:

- a) The article of charge and statement of the imputations of acts of major indiscipline.
- b) The defence of the student, if any, in respect of each article of charge.
- c) An assessment of the evidence in respect of each article of charge, separately in respect of each student.
- d) The findings on each article of charge and the reasons therefore.

R-1.31) The Chairman of the Inquiry Committee/Inquiry Officer shall forward to the Principal the record of Inquiry which shall include:

- a) The report prepared under Rule 31.
- b) The written statement of defence, if any, submitted by the student.
- c) The oral and documentary evidence produced in the course of the inquiry.
- d) Written briefs, if any, filled by the Presenting Officer or the student or both during the course of the inquiry.
- e) The orders, if any, made by the Inquiry Committee/Officer in regard to the inquiry.
- f) The order of the Principal, constituting the Inquiry Committee based on the recommendation of the College Council.
- g) Order of the Principal appointing the Presenting Officer, if he is not the Presenting Officer.

R-1.32) On the receipt of the record of inquiry which includes the report of the inquiry from the Chairman of Inquiry Committee, the Principal shall place the records before the Local Management Committee/Advisory Council at the earliest.

R-1.33) If the Inquiry Committee/Officer records a finding that anyone or more of the charges is not proved but the Principal in consultation with the Local Management Committee/Advisory Council is of the view that the finding is not correct and the charge is proved by the evidence, then the Principal shall forward the report of the Inquiry Committee/Officer with all the records of the inquiry and with his own remarks on the findings to the Vice-Chancellor for appropriate action by the Executive Council along with his specific recommendation.

R-1.34) If the Inquiry Committee/Officer has recorded a finding that one or more of the charges is proved and the Principal after consulting the Local Management Committee/Advisory Council agrees with the finding in the inquiry report, **appropriate action shall be initiated.**

### CHAPTER III

#### 20. PROCEDURE TO BE FOLLOWED FOR IMPOSING PENALTIES FOR MAJOR ACTS OF INDISCIPLINE

R-1.10) The Principal suo moto or on the written report from a teacher or the Head of the Department, or any other employee of the College or any other student, shall make preliminary inquiry into the allegations of misbehavior and major acts of indiscipline. And, if he is satisfied that there is *prima facie* case, for a full fledged inquiry, he shall place the student under suspension from the College, pending detailed inquiry into the imputations of the major acts of indiscipline or misconduct supplying at the same time to the student a copy of the imputations of acts of indiscipline or misconduct. The Principal at the same time shall write to the parents/guardians of the student, informing them of the suspension and advising them to withdraw the student from the College, which will not disqualify him from seeking admission to some other Colleges, thereby giving an opportunity to the student to improve his behavior and conduct in a new environment. The parents/guardians may also be informed that if they fail to withdraw their student from the College, a detailed inquiry will be conducted into the imputation of misbehavior and if the allegations are proved, the student may be rusticated from the College which will disqualify him from seeking admission to any other College of the University. If the parent/guardian of a student withdraws the student from the College, further proceedings shall be dropped and the Principal shall issue transfer certificate of the student on an application by the student/parent/guardian. Otherwise, the Principal shall place the student under suspension pending inquiry, and keep the Vice-Chancellor informed of the interim suspension and the proposal to institute inquiry into the imputations of major acts of indiscipline against the student. The Principal shall allow the student to take the University examinations provided he satisfies the requirements of attendance but in view of the inquiry pending against him, the Vice-Chancellor shall be requested to instruct the Controller of Examinations to withhold the result of his examinations, pending final decision of the University on the report of inquiry into the imputations of acts of indiscipline against him.

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- i) The substance of the imputation of major acts of indiscipline into define and distinct articles of charge;

- ii) A statement of imputations of acts of indiscipline in support of each article of charge, which shall contain,
  - a) A statement of all relevant facts including any admission or confession made by the student
  - b) A list of documents by which, and list of witnesses by whom, the articles of charge are proposed to be sustained.

R-1.12) The Principal shall deliver or cause to be delivered to the student a copy of the articles of charge, the statement of the imputations of acts of major indiscipline and a list of documents and witnesses by which each article of charge is proposed to be sustained, and shall require the student to submit within such time as may be specified by the Principal, a written statement of his defence and to state whether he desires to be heard in person. If the student evades delivery of the communication, a copy of the same shall be sent by R. P. A. D. and also by certificate of posting and by affixture on the notice board of the College.

R-1.13) On the receipt of the written statement of defence, the Principal shall nominate a Committee of three members of the Local Managing Committee/Advisory Council with the senior most among them as Chairman or nominate any other person as an Inquiry Officer hereafter called the Inquiry Committee, to conduct the inquiry. Where the Principal himself is a witness of the act of indiscipline or misconduct, he shall appoint a person outside the College staff to be Inquiry Officer.

R-1.14) The Principal himself or a senior member of the staff nominated by him may be 'Presenting Officer' to present on behalf of Principal, the case in support of the articles of charge.

R-1.15) The Principal shall forward to the Chairman of the Inquiry Committee/Inquiry Officer:

- i) a copy of the articles of charge and the statement of imputations of acts of major indiscipline;
- ii) a copy of written statement of defence, if any, submitted by the student;
- iii) a copy of the statements of witnesses, if any, referred to in rule 11 (ii)(b);
- iv) evidence proving the delivery of the documents referred to in rule (11)(1) to the student
- v) a copy of the order appointing the 'Presenting Officer' where the Principal is not the Presenting Officer.

R-1.16) The Principal, in consultation with the Inquiry Committee/Officer, shall appoint a date, time and place of inquiry and communicate the same to the student by registered post and under Certificate of Posting and by affixture on the Notice Board of the College.

R-1.17) The student shall appear in person before the Inquiry Committee/Officer on the appointed day.

R-1.18) The student shall not be entitled to engage a legal practitioner to defend him unless the Presenting Officer appointed by the Principal is a legal practitioner.

R-1.19) If the student who has not admitted any of the articles of charge in his written statement of defence, or has not submitted any written statement of defence, appears before the Inquiry Committee/Officer, the Committee/Inquiry Officer shall ask him whether he is guilty or has any defence to make, and if he pleads guilty to any of the articles of charge, the Inquiry Committee/Inquiry Officer shall record the plea, sign the record and obtain the signature of the student who pleads guilty.

R-1.20) The Inquiry Committee/Inquiry Officer shall record a finding of guilt in respect of those articles of charge which the student admits:

- a) If the student fails to appear at the appointed time, date and place without leave of absence, the Inquiry Committee/Inquiry Officer shall proceed with the inquiry and record the evidence in proof of the articles of charges.
- b) If the student is absent at the Inquiry and has sent an application for adjournment of inquiry on valid grounds, the Inquiry Committee/Inquiry Officer shall consider the validity of the grounds of absence and adjourn the inquiry and communicate or cause to be communicated the date, time and place of adjourned inquiry by, Registered Post and Under Certificate of Posting and by affixture on the Notice Board.

R-1.21) On the date fixed for inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved, shall be produced by the Presenting Officer. The witnesses shall be examined by the Presenting Officer and may be cross-examined by the student facing Inquiry. If the Principal has been cited as a witness, he shall also submit himself to be cross-examined by the student. The Presenting Officer shall be entitled to re-examine witness on any point on which they have been cross-examined. The Inquiry Committee/Officer may also put questions to the witnesses as may be necessary to find out the facts.

R-1.22) If it shall appear necessary before the close of the case on behalf of the Principal, the Inquiry Committee/Officer may, in its/his discretion, allow the Presenting Officer to produce evidence not included in the list given to student, or may call for new evidence, or recall and re-examine any witness, and as such the student shall be entitled to have, if he demands a copy of the list of further evidence proposed to be produced and adjournment of the Inquiry for three clear days. The Inquiry Committee/Officer shall give the student an opportunity of inspecting such documents before they are taken on record. The Inquiry Committee/Officer may also allow the student to produce new evidence if it is considered that the production of such evidence is necessary in the interest of justice.

R-1.23) When the evidence in support of the charge is closed, the student shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the student shall be required to sign the record. In any case, a copy of the statement of defence shall be given to the Presenting Officer, appointed, if any.

R-1.24) The evidence on behalf of the student shall then be produced. The witnesses produced by the student shall be examined and shall be liable to cross-examination, re-examination and examination by the Inquiry Committee/Officer according to the provisions applicable to the witnesses on behalf of the Principal.

R-1.25) The Inquiry Committee/Officer, after the student closes his case, shall generally question him on the circumstances in the evidence against him.

R-1.26) The Inquiry Committee/Officer may, after the completion of the production of the evidence, 'hear the Presenting Officer and the student or permit them to file a written brief of their respective cases, if they so desire.

R-1.27) The Inquiry Committee/Officer shall record evidence of all the witnesses examined and obtain signature thereon of the person facing inquiry if he is present at the inquiry and of the Presenting Officer. The Committee/Officer shall get the signature on all the pages on which the statement of witnesses and answer to examination and cross-examination are recorded.

R-1.28) If the student to whom a copy of the article of charges has been delivered, does not submit the written statement of defence on or before the date specified, or does not appear in person before the Inquiry Committee, or otherwise fails or refuse to comply with the provisions of these rules at any stage of the Inquiry Committee may hold the inquiry ex-parte.

R-1.29) After the conclusion of inquiry, the Inquiry Committee/Officer shall record their/his assessment of the evidence in respect of each article of charge and finally record findings on each article at charge separately, with the reasons for the findings.

R-1.30) Finally, the Inquiry Committee/Officer shall prepare the report of inquiry which shall contain:

- a) The article of charge and statement of the imputations of acts of major indiscipline.
- b) The defence of the student, if any, in respect of each article of charge.
- c) An assessment of the evidence in respect of each article of charge, separately in respect of each student.
- d) The findings on each article of charge and the reasons therefore.

R-1.31) The Chairman of the Inquiry Committee/Inquiry Officer shall forward to the Principal the record of Inquiry which shall include:

- a) The report prepared under Rule 31.
- b) The written statement of defence, if any, submitted by the student.
- c) The oral and documentary evidence produced in the course of the inquiry.

- d) Written briefs, if any, filled by the Presenting Officer or the student or both during the course of the inquiry.
- e) The orders, if any, made by the Inquiry Committee/Officer in regard to the inquiry.
- f) The order of the Principal, constituting the Inquiry Committee based on the recommendation of the College Council.
- g) Order of the Principal appointing the Presenting Officer, if he is not the Presenting Officer.

R-1.32) On the receipt of the record of inquiry which includes the report of the inquiry from the Chairman of Inquiry Committee, the Principal shall place the records before the Local Management Committee/Advisory Council at the earliest.

R-1.33) If the Inquiry Committee/Officer records a finding that anyone or more of the charges is not proved but the Principal in consultation with the Local Management Committee/Advisory Council is of the view that the finding is not correct and the charge is proved by the evidence, then the Principal shall forward the report of the Inquiry Committee/Officer with all the records of the inquiry and with his own remarks on the findings to the Vice-Chancellor for appropriate action by the Executive Council along with his specific recommendation.

R-1.34) If the Inquiry Committee/Officer has recorded a finding that one or more of the charges is proved and the Principal after consulting the Local Management Committee/Advisory Council agrees with the finding in the inquiry report, **appropriate action shall be initiated.**

**ANNEXURE –I**  
**UNIVERSITY GRANTS COMMISSION**  
**BAHADURSHAH ZAFAR MARG**

**NEW DELHI – 110 002**

**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)

**Dated 17th**

**June, 2009. F.1-16/2007(CPP-II)**

**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 a fresher;
- 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 may be.

(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 may be.

#### **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, audiovisual 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.

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.

- b) 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.
- c) 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.
- 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 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/her ward.

- e) 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 behavioral 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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.

- j) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- k) 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.
- l) 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.
- m) 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.
- n) Every institution shall engage or seek the assistance of professional counsellors 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.
- o) 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 freshers 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 instil a feeling of confidence among the freshers.
- f) The institution shall set up appropriate committees, including the course-incharge, 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 publicized 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 counsellors 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 antiragging 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 counselling 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 crosscheck 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 authorized 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.  
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.
- c) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorized accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- d) 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.
- e) 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.
- f) 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 may be.

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 faculty 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 faculty 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 or 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 05**

ANNEXURE II

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)

1. I 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 me in case I am 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) I will not indulge in any behavior 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.
5. 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.
6. 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 \_\_\_\_\_ on this the \_\_\_\_\_ of \_\_\_\_\_  
*(place) (day) (month) (year)*

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
after reading the contents of this affidavit. *(day) (month) (year)*

OATH  
COMMISSIONER

**ANNEXURE III**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (*full name of parent/guardian*) father/mother/guardian of \_\_\_\_\_ (*full name of student with admission/registration/enrolment number*), having been admitted to \_\_\_\_\_ (name of the institution),

- 1) I 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 behavior 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 \_\_\_\_\_ on this the \_\_\_\_\_ of \_\_\_\_\_  
(place) (day) (month) (year)

\_\_\_\_\_ Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ of \_\_\_\_\_,  
after reading the contents of this affidavit. (day) (month) (year)

OATH COMMISSIONER

**ANNEXURE IV**

**UNDERTAKING FROM CANDIDATE REGARDING SUBMISSION  
OF REGISTERED PHARMACIST CERTIFICATE**

I, Mr./Ms/Mrs.....  
Son/daughter/wife of....., hereby declare  
that I have not registered/applied for Registration at .....  
State Pharmacy Council (Specify State) and shall submit the certificate  
within one Month from date of admission failing which my admission  
stands forfeited/cancelled.

Signature of Applicant

Signature of Parent/Guardian

## UNDERTAKING

(Specimen)

**Ref:- Admission to the M. Pharm. Course (Partly by Papers and partly by Research) at the Goa College of Pharmacy, Panaji-Goa.**

In consideration of admission to the M. Pharm. Course (partly by Papers and partly by Research) given to me by the Goa College of Pharmacy, Panaji-Goa -403 001 (hereinafter called the College), and in the consideration of financial assistance in the form of Government scholarships and other assistance and facilities received or to be received by me from the Government of India, Ministry of Human Resource Development through the said College,

I, Mr/Ms. .... son/daughter of  
....., residing at .....  
as per the terms and conditions of admission to first semester M. Pharm. Course and award of Scholarships to me, undertake that:

1. I shall report the cancellation of admission well in stipulated time in case I leave the College for joining other course of study.
2. I shall confirm to all the rules and regulations of the College in force from time to time.
3. I shall do nothing inside or outside the College that will interfere with orderly governance and discipline and shall be liable to disciplinary action as may be deemed fit by the authorities of the College in case of misconduct and breach of rules and regulations of the College on my part.
4. I shall attend the classes and practicals and research work and make good the deficiencies in studies, if any, as may be communicated to me by the Principal from time to time, failing which I understand that my Examination Form for University Examination may not be forwarded to the Goa University.
5. I am aware that my admission to the 1st Semester M. Pharm. shall be provisional subject to continuation of recognition to M. Pharm. Course by the Goa University.
6. I shall not apply for any other Courses of studies in India before the completion of this Course.
7. I understand that I may be awarded Government Scholarship if I satisfy the conditions of that Scholarship, as the case may be subject to availability of the same. Therefore, I hereby undertake that in case I am awarded Government Scholarship, I shall refund the entire amount of Government Scholarship if I leave the course of study before its completion.
8. I shall neither apply for any job during the entire tenure of the course nor shall I take part-time employment of any kind.
9. I shall work peacefully in the laboratories and shall not give cause for complaint against me, neither shall I make any frivolous complaint against others.
10. I shall handle all the instruments, equipments, glass-ware, apparatus with utmost care and I understand that the cost of breakages and damages, if any, may be recoverable from me.
11. I shall devote to my study fully, finish the course within the minimum time prescribed by the University for the course.
12. I am fully aware of the terms and conditions of the Scholarship at the enhanced rate of Rs. 12,400/- p. m. and I hereby give option to the Scholarship at the enhanced rate and undertake to abide by the said terms and conditions.

13. I shall not leave the course (Master of Pharmacy at Goa College of Pharmacy) midway nor, appear in any competitive examination to be eligible to receive this Scholarship.
14. I shall not appear for any other course of study nor any employment in or outside India, till the completion of this course.
15. I am neither receiving nor shall receive any salary, stipend, etc. from any other source during the period of this course.
16. I shall accept to undertake projects from the industry/research organization/research centres/hospitals(government/private) identified by HOD/Principal/Research Supervisor as part/full dissertation work leading to the award of M. Pharm degree. Further, all the expenses shall be borne by me in toto.
17. I shall undertake to communicate for original publication in part/whole carried out within three months from the date of submission of dissertation leading to the award of M. Pharm degree. In the event of my inability to publish/patent for whatsoever reason, I authorize my Research supervisor of the institution to do so.

Signed and delivered on this

..... day of ..... at

.....

Signature: .....

Name of the student:

Address:

Signature of Witness:

Name of Witness

Address

Accepted for and on behalf of Governor of Goa.

Signature & Name:

Secretary ( )  
To the Government of Goa.

## SPECIMEN

To,  
The Principal,  
Goa College of Pharmacy,  
18<sup>th</sup> June Road,  
Panaji-Goa-403 001.

Dear Sir,

I hereby declare that:

- a) As on. . . . . , I am not selected for any regular appointment/service and I am registering for M. Pharm. Course of the Goa College of Pharmacy with the intention of completing the Course;
- b) I will obtain prior permission of the College for appearing in any examination conducted by other Institutions/Universities/Public Bodies;
- c) I will not apply for or accept any job without obtaining prior permission of the College; and
- d) I will not relinquish the fellowship during its tenure without the prior approval of the College and refund the entire amount of Scholarship received by me from the date of commencement of fellowship/course in case I relinquish the fellowship.

Date: .....

*(Signature of the Student)*

**NOTE:**

Attention of all applicants is drawn towards UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and provisions of Goa Prohibition of Ragging Act, 2008 (Goa Act 9 of 2009) published in official Extra Ordinary Gazette series I, No. 26 dtd 17/07/09.

Candidates and their parents are informed to refer the website of UGC (**[www.antiragging.in](http://www.antiragging.in)**) and submit the Undertaking in the specified manner therein, to the Institution.

**For Indian Nationals Only**

**Government of Goa**  
**Goa College of Pharmacy**  
Panaji-Goa  
2026-2027

PASSPORT SIZE  
PHOTO

No.:

**APPLICATION FORM FOR ADMISSION TO THE MASTER OF PHARMACY**

**M. PHARM PROGRAM IN PHARMACEUTICAL QUALITY ASSURANCE/  
PHARMACOLOGY / PHARMACOGNOSY/PHARMACEUTICAL CHEMISTRY**

Group Applied for:

(Tick mark in appropriate boxes)

[Applicant may opt for all groups if he/she is **eligible** and wishes to apply for]

Group I ( a )	Group I (b)	Group I (c)	Group I (d)	Group II	Group III
General	PwD	Sponsored	EWS	(SC/ST/OBC)	(Open)

1. Name of the applicant in full : .....  
(in Block Capital Letters beginning .....  
with Surname) .....

2. Present Address : .....  
: .....  
: .....

Email address: : .....

Mobile No. : .....  
(Whatsapp enabled)

3. Permanent Address : .....  
: .....  
: .....

Tel. No. (if any) : .....

4. Nationality : .....

5. Whether belong to Scheduled Caste/Tribe/OBC/PwD: -----  
 (Specify SC/ST/OBC/PwD)

6. Gender : M:  F:  T:

(Tick appropriate box)

7. Date and Place of Birth : .....

8. Name of Parent/Guardian/ Spouse : .....

Address : .....

.....

Occupation : .....

9. Academic achievements: (Attach Certified copies of statement of marks)

Examination	College	University	Month and year	Marks	
				Marks Obtained	Max. Marks
First B. Pharm. (Sem I)					
First B. Pharm. (Sem II)					
Second B. Pharm. (Sem III)					
Second B. Pharm. (Sem IV)					
Third B. Pharm. (Sem V)					
Third B. Pharm. (Sem VI)					
Fourth B. Pharm. (Sem VII)					
Fourth B. Pharm. (Sem VIII)					
<b>TOTAL</b>	XXXXX	XXXXX			
<b>GPAT 2025/2026 NTA Score/GPAT Score</b>	XXXXX	XXXXX			

10. Additional information, if any, not covered in item (No. 9) regarding academic achievements may be highlighted:

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11. Any other additional information which the applicant may desire to state in connection with his/her application:

-----  
-----

12. Special academic achievements, medals, prizes etc. (if any) by the applicant:

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-----  
-----

13. a) Whether applicant gets Financial aid in any form from any source (give details and amount receivable):

-----  
-----  
-----  
-----

d) Whether applied for any financial help elsewhere (give details):

-----  
-----

14. Document (Certified copies only) as regards character of the applicant:

-----  
-----  
-----

15. Undertaking by the Applicant: .....

I hereby declare that the particulars furnished above are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the admission, an appropriate action as deemed fit can be taken against me.

Further, I shall do full time M. Pharm. Course work and shall not accept any full time or part time employment which may lead to cancellation of admission and expulsion from college.

Date: .....

.....  
(Signature and name of Candidate)

16. Declaration by Parent /Guardian of the applicant:

I hereby declare, that I myself shall be responsible for the payment of dues i.e. fees, rents, fines and any other charges payable to the Goa College of Pharmacy, Panaji- Goa in respect of my son/daughter/ward named ..... during the period of his/her studies in the Goa College of Pharmacy, and thereafter until all the account are cleared.

I also undertake to vouch for his/her good conduct and behavior during the period of study in Goa College of Pharmacy.

Date.....

.....

(Signature and name of Parent/Guardian)

Relationship with applicant: .....

**SEAT ALLOTTMENT RECORD**

<b>ROUND NUMBER</b>	<b>GROUP</b>	<b>MERIT NUMBER</b>	<b>SEAT ALLOTTED/ NOT ALLOTTED</b>	<b>REMARKS</b>	<b>SIGNATURE OF CHAIRPERSON- SELECTION COMMITTEE WITH DATE</b>
<b>I</b>					
<b>II</b>					
<b>III</b>					

**For Office Use Only**

M. Pharm. Students

Received on.....

Registration no.....

Date.....

.....

(Signature of Principal)

**Checklist for the Documents to be attached along with the application form (self-attested copies) :**

Sr. No.	Documents	Attached (please tick mark)	Checked (for Office use only)
1	Recent passport size photograph on the application form		
2	Statement of marks/marks cards of B. Pharm (all semesters)		
3	GPAT 2025/2026 score card		
4	Valid caste certificates (in case of applicants claiming under Group II)		
5	Valid disability certificate from the competent authority (Medical Board of Goa Medical College) in case of applicants claiming under Group I(b)		
6	Sponsorship letter from the competent authority of the concerned department along with due NOC from the government under Group I (c )		
7	Eligibility certificate from the Head of the Institution of the graduating institution duly recognized and approved by PCI/UGC in case of applicants claiming under Group III		
8	Provisional Eligibility from Goa University (if applicable)		
9	Migration Certificate (if applicable)		
10	College Leaving Certificate		
11	Copy of Aadhaar Card		
12	Copy of income and assets certificate issued by Mamlatdar <b>[for availing seat under EWS category I (d)]</b>		
13	The duly filled –in application should be submitted to the Office of Principal, Goa College of Pharmacy, 18 <sup>th</sup> June Road, Panaji, Goa-403001; along with Application Fee of Rs. 2,500/-through Challan/Transaction acknowledgement copy. The payment maybe done by using the link: <b><a href="https://echallanpg.goa.gov.in">https://echallanpg.goa.gov.in</a></b>		
14	Registered Pharmacists Certificate/undertaking from Applicants regarding submission of Registered Pharmacist Certificate within one month		

\_\_\_\_\_  
Signature of the candidate

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the scrutinizing officer

Date: \_\_\_\_\_



Government of Goa  
GOA COLLEGE OF PHARMACY  
Panaji - Goa  
Tel. No. 0832-2226882/2226883

**M. Pharm. Courses  
2026-27**

**ACKNOWLEDGEMENT CARD**

Registration No.	
Name of the Candidate	
Category	
Subject	1. Pharmaceutical Quality Assurance 2. Pharmacology 3. Pharmacognosy 4. Pharmaceutical Chemistry
Application fee Receipt No.	
Date	

1. This is to acknowledge the receipt of your application for admission to M. Pharm. Course.
2. In all correspondence with this college in connection with this application, please quote the Registration No. given above.

Principal