

**Step-by-step procedure**  
**to fill out online anti-ragging undertaking affidavit form**

(July 2024 as per UGC guidelines)

**Preamble:**

Ragging is defined as any disorderly conduct, whether by words spoken or written or by an act, that has the effect of teasing, treating, or handling with rudeness a fresher or a junior student. Indulging in a rowdy or undisciplined activity that causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a fresher or junior student.

***UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009***

Ragging is a criminal offense and UGC has framed regulations on curbing the menace of ragging in higher educational institutions to prohibit, prevent and eliminate the scourge of ragging. In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in the exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". These regulations are mandatory for all universities/ institutions.

***SCSVMV Anti-Ragging Squads Committee (ARSC)***

The Anti-Ragging Squad Committee office bearers engage in checking places like hostels, buses, canteens, grounds, classrooms and other places of student congregation to keep a vigil and stop the incidences of ragging, if any, and report them if they happen. The squad role is also to educate the students at large by adopting various means about the menace of ragging and related punishments there to.

***Students and Parents Undertaking Affidavit***

In compliance of the second amendment in UGC Regulations, it is **compulsory for each student and every parent to submit an online Anti-Ragging undertaking affidavit every academic year** as part of eradicate the ragging. Link to fill out the online undertaking affidavit by students and parents:

[www.antiragging.in](http://www.antiragging.in)

(or directly) [www.antiragging.in/affidavit\\_registration\\_disclaimer.html](http://www.antiragging.in/affidavit_registration_disclaimer.html)

**Instructions:**

Students are **required to read the instructions** given here completely so that they will find it easy to complete the online undertaking process successfully.

The students must be *ready with the following details for Registration before filling:*

Name, Mobile number, College mail ID, Permanent address, Parents / Guardian's name, mobile number & Mail ID, address. (If your mother or father or guardian does not have a phone or a mobile phone or email then please give the numbers /email of their friends or relations or neighbors.)

**General information (which is required during the submission):**

SCSVMV code: U-0477

State in which our university is based: Tamilnadu

Chairman /Director name: Dr. G. Senthilkumar

University phone number: 9994288266

University landline number: 4427264293

Nearest Police station to your university: Shiva kanchi

Phone number of National Anti-Ragging Helpline: 1800 180 5522

After filling this form successfully, you will **receive an acknowledgement email with attachment** of Student's and parent's anti-ragging undertaking **affidavit document (PDF)**.

- **Forward that e-mail or (PDF document)** to university Anti-ragging Squad Committee  
Chairman email ID: [antiragging-undertaking@kanchiuniv.ac.in](mailto:antiragging-undertaking@kanchiuniv.ac.in)
- **Fill the following google form** to ensure / check the student submitted details and reference number / IDs:  
[https://docs.google.com/forms/d/1gh\\_JxT1DtaAk6y558N9UjQWY6jFD0b6xGrgbxsMDV88/edit](https://docs.google.com/forms/d/1gh_JxT1DtaAk6y558N9UjQWY6jFD0b6xGrgbxsMDV88/edit)

**Also, keep this Reference ID and PDF document as record for future reference.**

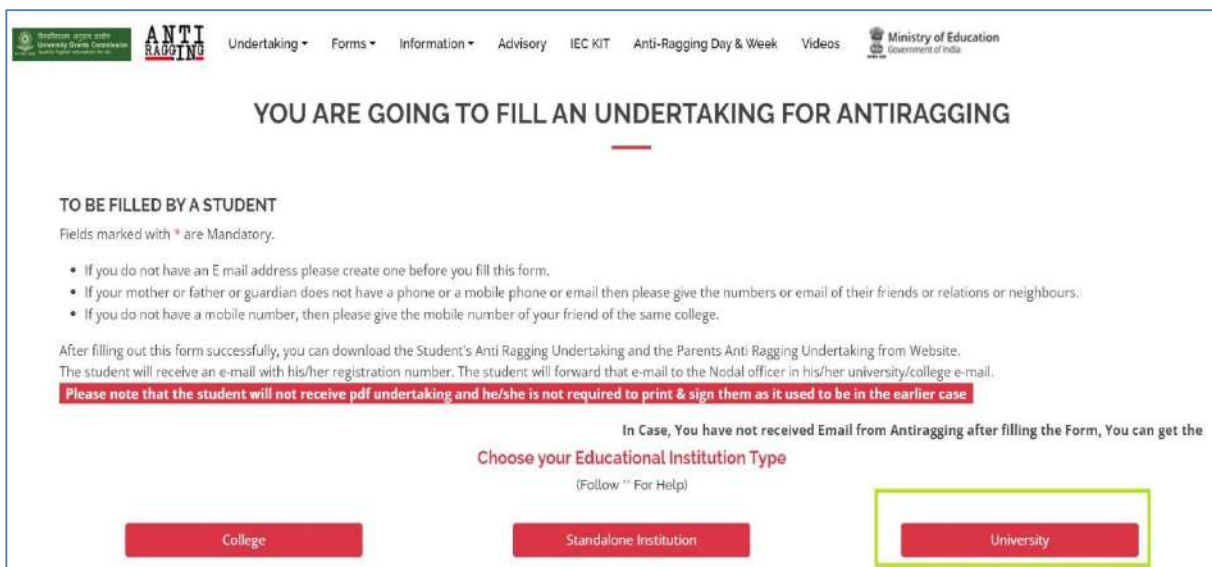
**Step by step Guide on how to fill online anti-ragging undertaking affidavit form**

**Step 1:** Link to fill out the online undertaking affidavit by students and parents:

[www.antiragging.in/affidavit\\_registration\\_disclaimer.html](http://www.antiragging.in/affidavit_registration_disclaimer.html)

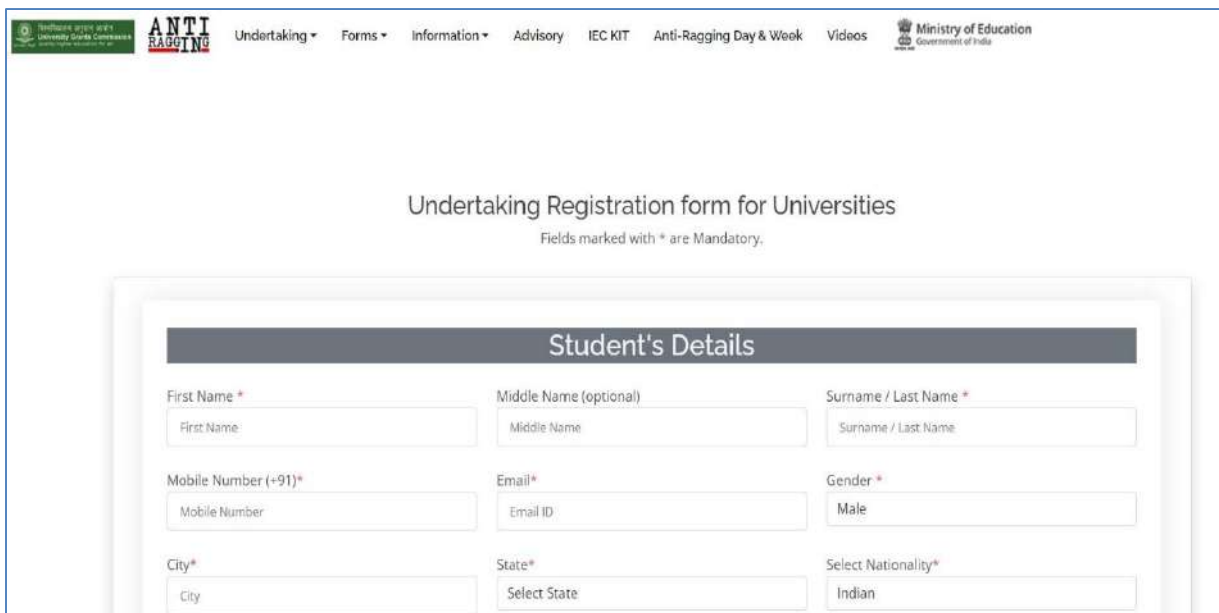
(If webpage does not open, refresh the page and try)

**Step 2:** Read the instructions, then, choose your Educational Institution Type: **Click on**



“University” icon, you will get undertaking registration form for universities.

**Step 3: Fill the student details**



**Step 4: Fill the parent/Guardian details**

**Step 5: Fill the University and course details:**

**Enter** “State in which our university is based” as **Tamilnadu**,

**Select** the University name (as you type Sri Chan..., our University name with code (U-0477) will be displayed)

**Enter the University details** as follows,

Chairman / Director name: Dr. G. Senthilkumar

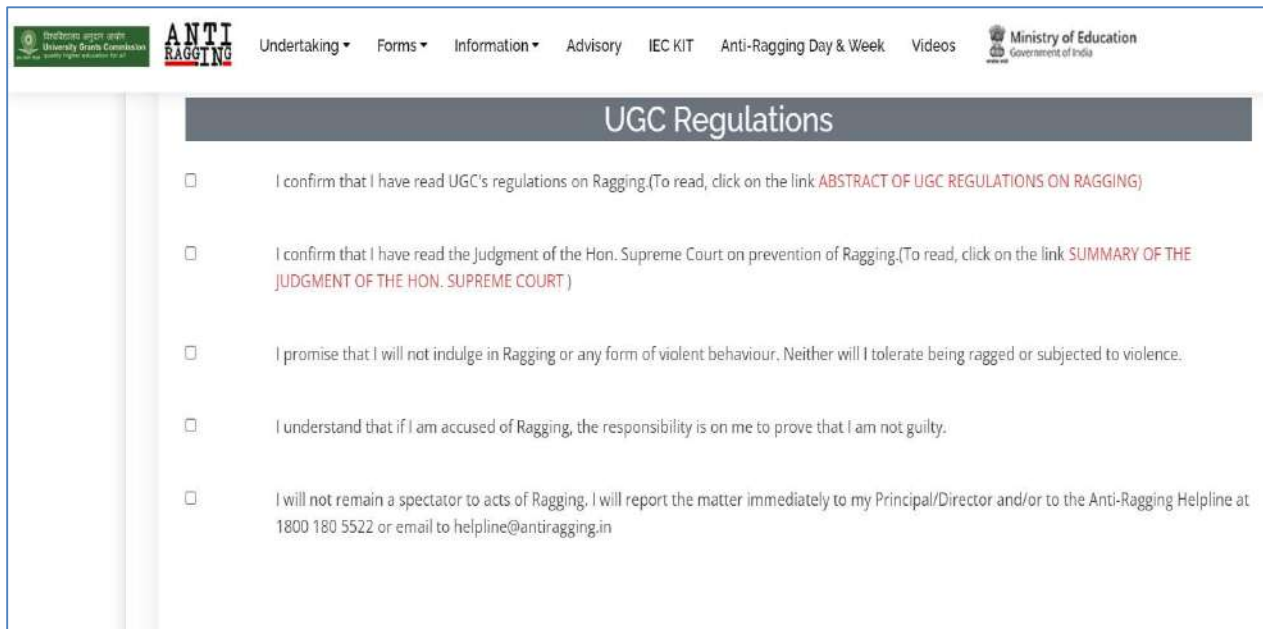
University phone number: 9994288266

University landline number: 4427264293

**Fill the Course details** as per your degree level, branch/specialization, and class and year of study, **Enter** “Nearest Police station to your university” as **Shivakanchi**.

After filled all required fields, you need to click on Next button.

**Step 6:** You need to **check and click all the checkboxes**, then click on Submit Button.



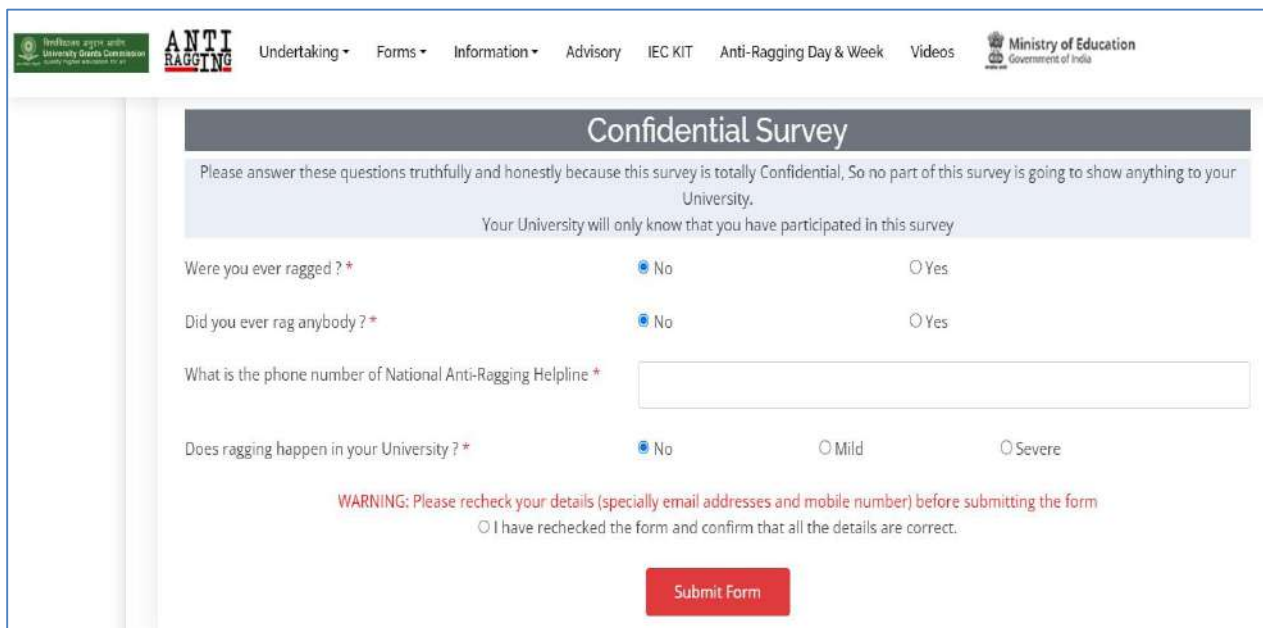
The screenshot shows the 'UGC Regulations' section of the anti-ragging portal. It features a navigation bar with 'ANTI RAGGING' and 'Ministry of Education Government of India' logos. Below the title, there are five checkboxes, each followed by a statement of agreement or understanding regarding UGC regulations and the consequences of ragging.

- I confirm that I have read UGC's regulations on Ragging.(To read, click on the link [ABSTRACT OF UGC REGULATIONS ON RAGGING](#))
- I confirm that I have read the Judgment of the Hon. Supreme Court on prevention of Ragging.(To read, click on the link [SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT](#))
- I promise that I will not indulge in Ragging or any form of violent behaviour. Neither will I tolerate being ragged or subjected to violence.
- I understand that if I am accused of Ragging, the responsibility is on me to prove that I am not guilty.
- I will not remain a spectator to acts of Ragging. I will report the matter immediately to my Principal/Director and/or to the Anti-Ragging Helpline at 1800 180 5522 or email to [helpline@antiragging.in](mailto:helpline@antiragging.in)

**Step 7: Fill the Confidential Survey**

**Enter “phone number of National Anti-Ragging Helpline” as 18001805522**

Click the check box at the bottom and submit the form



The screenshot shows the 'Confidential Survey' section. It includes a warning message and five questions with radio button options. The first two questions are about whether the respondent has been ragged or has ragged anyone. The third question is a text input field for the National Anti-Ragging Helpline number. The fourth question asks about the frequency of ragging in the university. A 'Submit Form' button is located at the bottom.

Please answer these questions truthfully and honestly because this survey is totally Confidential, So no part of this survey is going to show anything to your University.  
Your University will only know that you have participated in this survey

Were you ever ragged ? \*  No  Yes

Did you ever rag anybody ? \*  No  Yes

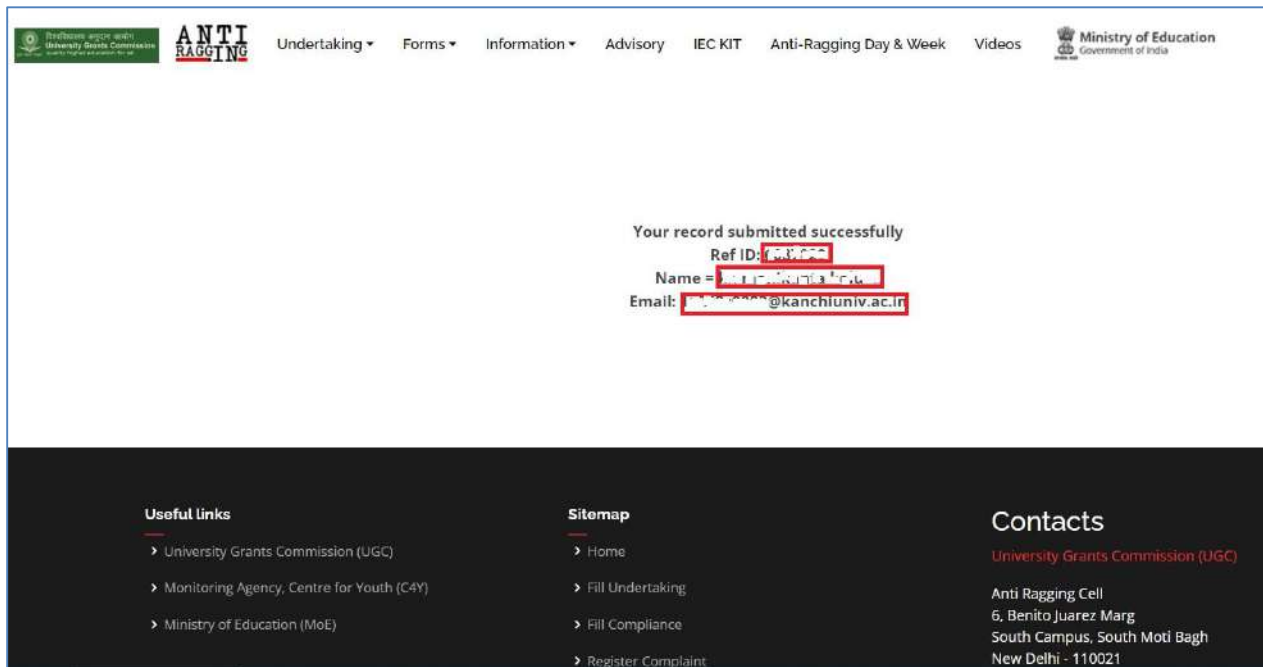
What is the phone number of National Anti-Ragging Helpline \*

Does ragging happen in your University ? \*  No  Mild  Severe

**WARNING:** Please recheck your details (specially email addresses and mobile number) before submitting the form  
 I have rechecked the form and confirm that all the details are correct.

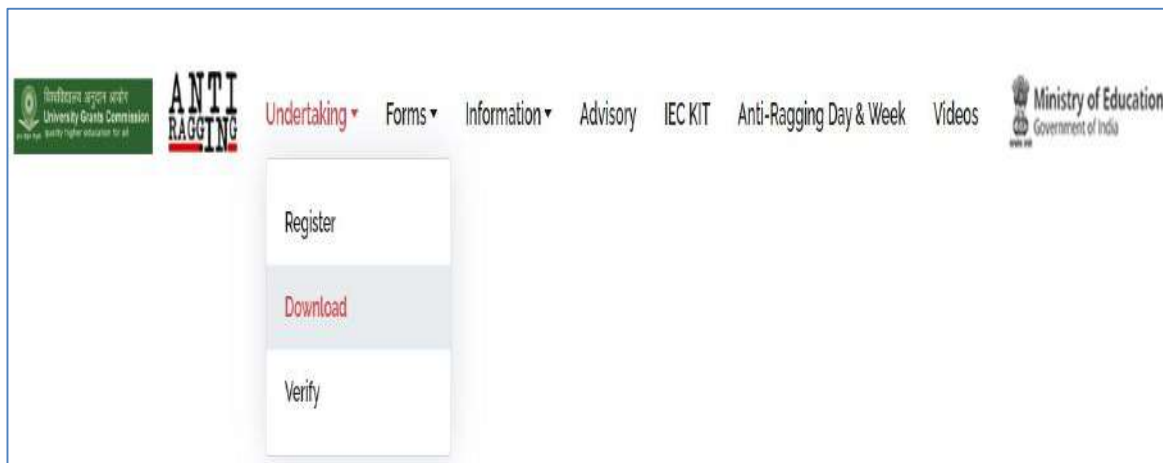
**Submit Form**

**Step 8:** This Page confirms that you have **successfully submitted the form and shows the Reference No. / ID of affidavit, your name and email.**

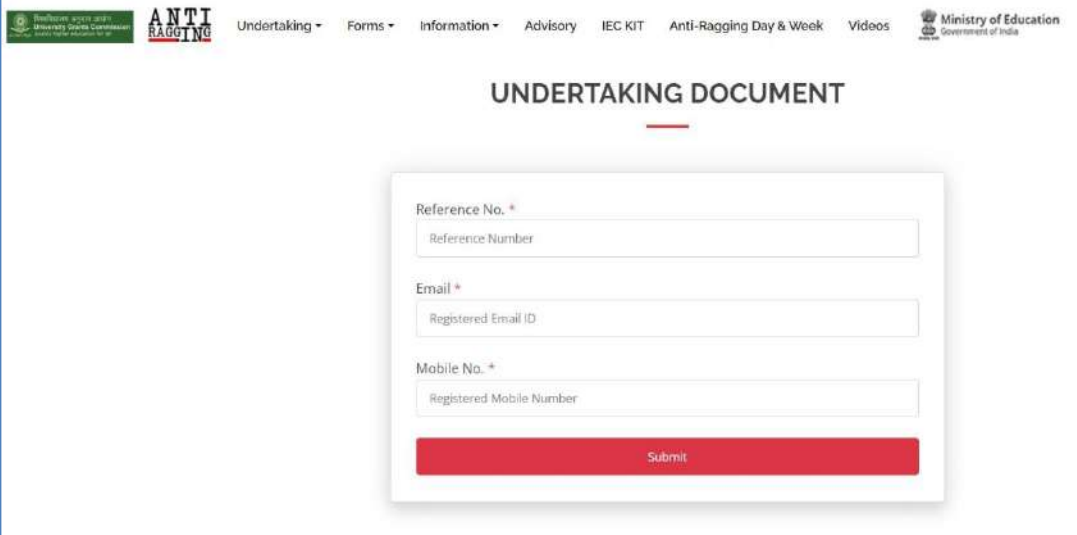


**Step 9:** After filling this form successfully, Students will **receive an acknowledgement email with an attachment** of an online anti-ragging undertaking **affidavit document (PDF)**.

➤ **If document is not received in your email, follow the procedure to download the document. Click Download button under “Undertaking” Menu.**



➤ **Fill the details** of Reference No., email, mobile No., and submit the form **and download**.



The screenshot shows a web form titled "UNDERTAKING DOCUMENT". The form is part of a website with a navigation menu including "Undertaking", "Forms", "Information", "Advisory", "IEC KIT", "Anti-Ragging Day & Week", "Videos", and "Ministry of Education Government of India". The form contains three input fields: "Reference No. \*" with a sub-label "Reference Number", "Email \*" with a sub-label "Registered Email ID", and "Mobile No. \*" with a sub-label "Registered Mobile Number". A red "Submit" button is located at the bottom of the form.

**Step 10:** Please **forward that email or (PDF document)** to the University Anti-ragging Squad Committee email ID: [antiragging-undertaking@kanchiuniv.ac.in](mailto:antiragging-undertaking@kanchiuniv.ac.in)

**Step 11:** **Submit the student details** (Register number, Name, mail ID) **and affidavit reference number / ID to your class in charge** as per the XL sheet.

**Also, keep this Reference ID and PDF document as record for future reference.**