

**MAHATMA GANDHI INSTITUTE OF TECHNOLOGY**  
Chaitanya Bharathi P.O., Gandipet, Hyderabad-500075 Telangana

22.07.2017

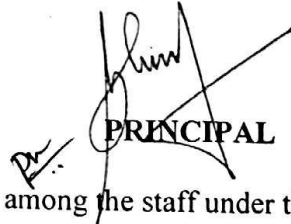
**CIRCULAR**

The Faculty members and staff are drafted for Anti Ragging duty, as per the list enclosed, to prevent Ragging (of any kind and nature that falls under the broad definitions of the Andhra Pradesh Prevention of Ragging Act 1997 and as per the directions of UGC). The Faculty members and staff have to take care of general discipline in the College Campus as per the given schedule. They are responsible for proper displaying of Anti Ragging Posters on that day and should see to it that the posters are not tampered.

The first member in the team will be the Team Leader and will coordinate the activities on the scheduled day of anti ragging duty.

All the team members shall report at **1230 hrs** and **1615 hrs** in the Principal's Office on the day of duty. The team leader will divide them in groups and these group members will go around Parking Area, Retreat Area, Canteen, Student bus boarding place, first year classrooms, surrounding area of the College (Ocean park, Khanapur, Gandipet, Movie Towers road etc.), CBES Boys Hostel, Girls Hostel etc., from **1230 hrs to 1345 hrs** and **1615 hrs to 1800 hrs**.

All members are requested to make an alternate arrangement under intimation of the same to the undersigned if they cannot attend the duty. The Team Leaders are requested to make alternate arrangement with Team Leaders only.

  
**PRINCIPAL**

Copy to:

- All HODs and Functional Heads with a request to circulate among the staff under their control
- Convener, Anti Ragging Duty
- All Team Leaders
- AO
- PA to Principal
- Systems Engineer for display on College website

CIV	EEE	ECE	CSE	IT	MECH & MCT	MME
M&H	P&C	AO	AES	L & IC	Phy. Edn.	TPO