

sample email to give you an idea.

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Dear Sir/Madam

We are the fresher students of the course _____ of your institution.

This is mail is for your kind attention towards ragging and anarchy that prevails at the academic area and hostels of the institute. The Junior's Hostel is everywhere dotted by seniors and nobody (no authorised official from the institution) is there in the hostel to take care about the students. The hostel warden is sitting far away from the hostel building, whereas the UGC Anti-Ragging regulation 2009 mandates the access of seniors to juniors' premises be monitored by the warden himself (clause 6.2 j).

Every day and night cruel ragging is going on with the silent support of the Administration. Whenever anyone complains against this anarchy the institution just sits on the complaint, and seniors are informed of our names so that we are even more ragged. We fear for our security and well being under such conditions.

Let us provide some specific details of the most serious ragging incidents took place:

1. Date: _____ Place: _____ Time: _____
Name of Seniors involved: _____
Details: _____

2. Date: _____ Place: _____ Time: _____
Name of Seniors involved: _____
Details: _____

3. Date: _____ Place: _____ Time: _____
Name of Seniors involved: _____
Details: _____

Sir, we are very sad to face such conditions at the hostels of your institution. If seniors continue to mentally torture us, we fear about our future. **Human rights violations in the name of ragging are going and nobody in the hostel or from the anti-ragging squad is responsible enough to take care of it.**

Though it is easy to dismiss this complaint, we sincerely request you to kindly look into the matter urgently on humanitarian grounds, and to ensure effective protection for the juniors.

Some of the urgent calls to action we make to you are:

To keep all the freshers in a separate hostel, and not allow entry of seniors after 9 p.m.

To maintain the **surprise raids** by the anti-ragging squad,

To install **CCTV cameras** in the common areas of hostels,

To call the **fresher's party** as soon as possible,

To keep **drop-boxes** at various places in the fresher hostels where freshers can, even anonymously, drop their grievances.

To provide the **telephone number** of anti-ragging squad to each fresher,

To conduct a **survey** among freshers to gauge the extent of ragging,

To take **affidavit** from each senior and his/her parents not to indulge in ragging,

To punish those found guilty with a severe, exemplary punishment

Let us also remind you that most of the recommendations above are mandatory in nature to be implemented by the colleges as required by the UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009, mandatory for all medical colleges in India. A gist of all such mandatory duties can be seen at the link below, and in-compliance invites heavy penalties from the UGC.

http://www.no2ragging.org/UGC_Anti_Ragging_Regulations_Abstract.html

In anticipation of a strong action by you,

Ragging Victims of the batch _____

Year _____

Department _____

Hostel _____

Disclaimer from Society Against Violence in Education: The above sample email is for illustration purpose only.