

## **SAMPLE RTI APPLICATIONS**

Please use these sample RTI applications to file RTIs with the colleges/ universities and ensure that they comply fully with the laws against the ragging. Please go thru UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 to know your rights against ragging. You may choose to file RTI using the name and address of your friend/ relative to keep your identity undisclosed. If possible, send soft/ hard copies to local/ national newspapers also, and forward them to college.

We want to make every student a soldier in our fight against the ragging. Do not fear, be bold, be courageous. We have seen a mammoth change in the college administration's sincerity when an RTI application with copies to leading news papers and UGC were sent. They started becoming heavy-handed with the tyrant ragers.

Please email a soft copy to SAVE also (mail[AT]No2Ragging.Org, rtidesk[AT]No2Ragging.Org,, so that we can make it into a sample RTI form for the benefit of others.

Disclaimer : Society Against Violence in Education (SAVE) is trying to provide some assistance regarding use of R.T.I. act for ragging related cases. However, SAVE can not be held legally responsible for anything arising out of this or anything related to this.

To,  
Write CPIO's Post here, search it on college website(CPIO)  
Xyz university, City name.

Subject: Application for seeking information under RTI Act, 2005

Dear Sir,

The section 7 of the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 says that

*“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...*

*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”*

In this context please refer to the incident of ragging of your college/university student XYZ, in whose case the FIR to the police was filed after several months/ weeks by the college/ university administration. Under the RTI act 2005, please provide the following information for this case:

1. Please provide the reason why did the College/University-Head not comply with the section 8 of the aforesaid UGC regulation, when it took much more than 24 hours to file the FIR in the case.
2. Please provide a copy of the report of the occurrence of the ragging sent to the District Level Anti-Ragging Committee, and the Nodal Officer, if applicable.
3. If the report has not been sent yet, please provide the reason for the same.

Name of applicant: .....  
Father's Name: .....  
Information Required by: Post  
Details of fee: DD no ..... dated ..... for fee of RTI applications and photo copy charges attached.

I hereby declare and confirm that I am an Indian citizen and as such I am entitled to seek information under RTI Act, 2005. I have attached copy of my PAN card/ passport/ driving license/ voter ID card/ Ration card in support of my citizenship.

Place: ..... Signature of applicant  
Date: .....

Address:

.....  
.....  
.....

Phone number: .....

Email address: [.....](mailto:.....)

Website: [www.no2ragging.org](http://www.no2ragging.org)

CC: University Grants Commission  
Times of India, New Delhi  
Hindustan Times, New Delhi

To,

Write CPIO's Post here, search college website for it (CPIO)  
Xyz university, City name.

Subject: Application for seeking information under RTI Act, 2005

Dear Sir,

Under the provisions of RTI act 2005, please provide the following information:

1. Please provide brief point-by-point information on how each clause of section 6 of UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 was complied with by XYZ University during Jan 1<sup>st</sup>, Year to December 30<sup>th</sup>, Year.
2. Please provide the name of the police officer(s) who attended the meeting and also the date of the meeting as detailed in the section 6.1 (h) of the above UGC regulation.
3. Are freashers lodged separately in XYZ University as per the clause 6.2 (j) of the above mentioned UGC regulation?
4. Please mention the number of students who are allowed to attend the classes in college/university name even after not submitting the affidavits as mentioned in the clause (m) of the regulation 6.2 of the above mentioned UGC regulation.
5. Please provide the copy of the first of the fortnightly report as mentioned in the clause (o) of the regulation 6.4 submitted during Jan 1<sup>st</sup>, year to December 30<sup>th</sup>,year.
6. Please provide the dates, timings and places of the surprise raids made by the Anti-Ragging Squad as per clause (d) of the regulation 6.3 of the above mentioned UGC regulation during Jan 1<sup>st</sup>, year to December 30<sup>th</sup>, year.

Name of applicant: .....

Father's Name: .....

Information Required by: Post

Details of fee: DD no .....dated ..... for fee of RTI applications and photo copy charges attached.

I hereby declare and confirm that I am an Indian citizen and as such I am entitled to seek information under RTI Act, 2005. I have attached copy of my PAN card/ passport/ driving license/ voter ID card/ Ration card in support of my citizenship.

Place:  
applicant

Date:

Signature of

Address:

.....  
.....  
.....

Phone number: .....

Email address: .....

Website: www.no2ragging.org

CC: University Grants Commission  
Times of India, New Delhi  
Hindustan Times, New Delhi