

Minutes of Meeting

Name of the Institution: C. Abdul Hakeem College of Engineering & Technology

Academic Year: 2025–2026 **Date:** 22.02.2026 **Time:** 11.30 am to 12.30 pm **Venue:** IT HOD Room

Minutes of Meeting

Minutes of Meeting – Anti-Ragging Committee

- The anti-ragging related poster and quotes discussed
- It was decided to create video awareness about anti-ragging rules and regulations among all students.
- Students were informed that ragging in any form is strictly prohibited in the college, hostel, transport, and other college-related areas.
- All HODs and faculty members were instructed to monitor student activities and ensure proper discipline.
- The Anti-Ragging Squad will conduct regular monitoring of classrooms, corridors, canteen, hostel, playground, and other common areas.
- Anti-Ragging posters, notices, and helpline details will be displayed at prominent places on the campus.
- Students were advised to report any ragging-related incident immediately to the concerned faculty members or Anti-Ragging Committee.
- The Committee decided to take necessary action as per the rules and regulations in case of any complaint.
- The Committee will maintain proper records of awareness programmes, monitoring activities, and complaints/actions taken, if any.
- All members agreed to work together to ensure a safe, friendly, and ragging-free environment for all students.
- To monitor and discuss anti-ragging related awareness -Class Counselors in counseling hours.


Chairman

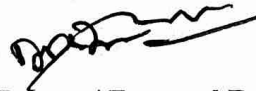
PRINCIPAL

C. ABDUL HAKEEM COLLEGE OF
ENGINEERING & TECHNOLOGY
MELVISHARAM - 632 509.


Anti Ragging Committee Coordinator


Physical Director [Discipline]


Student Representatives


Parent / External Representative

Minutes of Meeting

Name of the Institution: C. Abdul Hakeem College of Engineering & Technology
Academic Year: 2025-2026 **Date:** 22.09.2025 **Time:** 11.15 am to 12.15 pm **Venue:** IT HOD Room

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1. Know the Rules

Staff must clearly understand what counts as ragging (bullying, teasing, forcing tasks, or physical abuse) so they can spot it instantly.

2. Form Patrol Squads

Staff need to actively patrol "hotspots" like hostels, canteens, and dark corners, especially during the first few months.

3. Report Immediately

No staff member should ignore an incident or try to settle it quietly. Any sign of ragging must be reported to the committee head right away.

4. Educate Students

Conduct quick, mandatory meetings for seniors and freshers to explain the zero-tolerance policy and the strict punishments.

5. Set Up Safe Complaint Boxes

Keep anonymous drop-boxes, a helpline number, or a web link active so freshers can report incidents without fear.

6. Keep Identities Secret

Always protect the names of the victim and the witnesses to prevent seniors from targeting them later.

7. Write Everything Down

Keep a clear written record of every complaint, meeting, and decision made. This is crucial for legal safety.

8. Act Fast

Don't delay. Investigate every complaint immediately and fairly, without worrying about the college's "reputation."

9. Strict Punishments

Staff must be ready to enforce real consequences, from hostel expulsion and suspension to calling the police for serious offenses.

10. Offer Support

Assign faculty mentors to freshers so they have a trusted adult to talk to, and provide counseling for any student who has been harassed.



Chairman

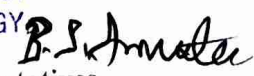


Anti Ragging Committee Coordinator



Physical Director [Discipline]

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ABDUL HAKEEM COLLEGE OF
ENGINEERING & TECHNOLOGY
MELVISHAM - 605 012



Student Representatives



Parent / External Representative