

Minutes of Meeting

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

Academic Year: 2024- 2025 **Date:** 12.03.2025 **Time:** 02.15 am to 03.15 pm **Venue:** IT HOD Room

Minutes of Meeting

- **Rules Reviewed:** The committee reviewed the strict anti-ragging rules that apply to every student.
- **Zero Tolerance:** Ragging is strictly banned both inside and outside the college campus.
- **Freshman Awareness:** The college will actively educate all students, especially first-years, about the bad consequences of ragging.
- **Staff Vigilance:** HODs and teachers were told to keep a close eye on student behavior and interactions.
- **Squad Patrolling:** The Anti-Ragging Squad will regularly check common areas like classrooms, canteens, hostels, and playgrounds.
- **Public Notices:** Warning posters, helpline numbers, and complaint steps will be put up in busy campus locations.
- **Easy Reporting:** Students were advised to immediately report any ragging issues to teachers, HODs, or the committee.
- **Strict Action:** The committee will take immediate disciplinary action against anyone caught ragging.
- **Team Effort:** All members promised to work together to keep the college campus safe, respectful, and ragging-free.



Chairman

PRINCIPAL

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



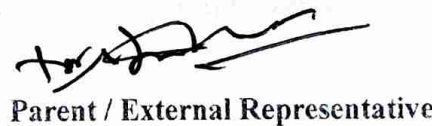
Anti Ragging Committee Coordinator



Physical Director [Discipline]



Student Representatives



Parent / External Representative

Minutes of Meeting

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

Academic Year: 2024-2025 Date: 02.10.2024 Time: 11.15 am to 12.15 pm Venue: IT HOD Room

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1. Zero-Tolerance Policy

Our institution has a strict, non-negotiable **zero-tolerance policy** toward ragging. Any form of physical, verbal, or mental harassment is a criminal offense, and you are legally required to enforce this policy.

2. Active Duty on the "Squad"

New faculty members are automatically part of the Anti-Ragging Squad. You must actively patrol assigned areas—such as the canteen, hostels, parking lots, and bus stands—especially during lunch breaks and after-college hours.

3. Protect Student Identity

If a student reports an incident to you, **keep their name completely confidential**. Never discuss the victim's details with other students or seniors, as this can lead to retaliation.

4. No "Casual Settlements"

Do not try to resolve ragging incidents informally by asking students to "shake hands" or apologize. Every single incident, big or small, must be officially reported to the Coordinators immediately.

5. Document Instantly

Write down the exact date, time, location, and names of the students involved the moment you spot or hear about an incident. A clear written record is required for legal and administrative action.

6. Classroom Vigilance

Do not leave your classrooms, labs, or workshops unattended during class transitions. These gaps between lectures are when seniors often try to corner or intimidate freshers.

7. Monitor Anonymous Channels

Help monitor the physical complaint boxes and online reporting portals. Treat every anonymous complaint with 100% seriousness, as freshers are often too scared to leave their names.

8. Be a Safe Mentor

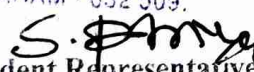
In your first few lectures, explicitly introduce yourself to the freshers as a safe point of contact. Share your official contact details and assure them that their safety is your priority.


Chairman
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