

Minutes of Meeting

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

Academic Year: 2023- 2024 Date: 02.03.2024 Time: 02.15 am to 03.15 pm Venue: IT HOD Room

Minutes of Meeting

- **Chaired by Principal:** The meeting was convened under the chairmanship of the Principal/Director, with a full quorum comprising faculty, students, parents, and local administrative/police representatives.
- **Regulatory Compliance:** The committee formally reviewed and pledged strict compliance with the latest statutory guidelines issued by the UGC and AICTE for the academic year.
- **Zero-Incident Status:** Members noted with satisfaction that zero incidents of ragging were reported in the previous semester, commending the staff for maintaining a safe campus environment.
- **Anti-Ragging Squads:** The committee approved the formation of three dedicated Anti-Ragging Squads to conduct regular, surprise raids across the campus and hostel premises.
- **Mandatory Affidavits:** It was resolved that 100% submission of online anti-ragging undertakings/affidavits must be completed by all students and parents prior to the commencement of classes.
- **CCTV Upgrades:** The maintenance department was directed to identify blind spots and install additional CCTV cameras near the boys' and girls' hostels within two weeks.
- **Awareness Signage:** High-visibility posters detailing the legal and disciplinary consequences of ragging, along with emergency helpline numbers, will be permanently displayed at all major campus junctions.
- **Student Sensitization:** The committee scheduled a mandatory joint orientation for freshers and a separate behavioral sensitization session for senior students during the first week of the term.
- **Hostel Welfare Checks:** Following a parent representative's suggestion, hostel wardens were instructed to conduct weekly, informal check-ins with first-year students to monitor their comfort and well-being.
- **Emergency Contact Hotline:** The institution's official website and student handbooks will be immediately updated with the revised, 24/7 emergency contact numbers of the committee members.


Chairman

PRINCIPAL

C. ABDUL HAKEEM COLLEGE OF
ENGINEERING & TECHNOLOGY

MELVISHAM

Student Representatives


Anti Ragging Committee Coordinator


Physical Director [Discipline]

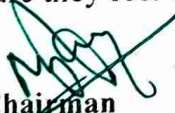

Parent / External Representative

Minutes of Meeting

Name of the Institution: C. Abdul Hakeem College of Engineering & Technology
Academic Year: 2023-2024 Date: 02.10.2023 Time: 11.15 am to 12.15 pm Venue: IT HOD Room

Minutes of Meeting – Anti-Ragging Committee

- The Committee discussed the **anti-ragging rules and regulations** to be followed by all students.
- Students were informed that **ragging in any form is strictly prohibited** in the college, hostel, transport, and other college premises.
- **Full Attendance:** The meeting was chaired by the Principal and attended by faculty, parents, students, and local police.
- **No Past Incidents:** The committee confirmed that zero ragging cases were reported in the last semester.
- **Surprise Squads:** Three anti-ragging squads were formed to do surprise checks at hostels, canteens, and campus grounds.
- **Strict Rules:** The college will strictly follow all current UGC and AICTE anti-ragging guidelines.
- **Compulsory Forms:** All students and parents must submit their online anti-ragging affidavit forms before classes start.
- **More CCTV:** Extra security cameras will be installed within two weeks to cover blind spots around the hostels.
- **Warning Posters:** New posters with emergency helpline numbers and punishment rules will be put up across the campus.
- **Weekly Hostel Checks:** Hostel wardens will meet weekly with first-year students to make sure they feel safe and comfortable.


Chairman

PRINCIPAL

C. ABDUL HAKEEM COLLEGE OF
ENGINEERING & TECHNOLOGY
MELVISHARAM - 632 502.


Student Representatives


Anti Ragging Committee Coordinator


Physical Director [Discipline]


Parent / External Representative