



**RCMAS**  
RAJAGIRI COLLEGE OF MANAGEMENT &  
APPLIED SCIENCES

# Criterion V Student Support and Progression

**RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES**

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

**5.1**

## **Student Support**

**5.1.4**

**Anti Ragging Cell**

**Meeting Minutes**

**2019 - 2020**

Submitted to





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## First Meeting of the Anti-Ragging Cell for the Academic Year 2019-2020

Date: 10th June 2019  
Time: 11:00 AM  
Venue: Principal's Office

### Members Present:

Sl.No	Name	Signature
1	Rev. Fr. A J Saviance CMI, Principal (Chairman of Cell)	
2	Mr. Ashish C Pius (Assistant Professor, Department of Commerce), Convener	
3	Prof. W. T. Paul, (Associate Professor, Department of Management)	
4	Ms. Mary Antony (HOD, Department of Commerce)	
5	Mr. Joby Jacob, (HOD, Department of Computer Science)	
6	Ms. Amala Manavalan, (HOD, Department of English)	
7	Ms. Anila Varghese (HOD, Department of Management)	
8	Mr. Renju A C (HOD, Department of Animation and Graphic Design)	
9	Mr. Renjith K J (office superintendent and Non-Teaching representative)	
10	Mr. Achuthan M (Student representative)	

### Agenda:

1. Welcome address
2. Discussion on measures to ensure a fear-free environment for first-year students
3. Specific actions to be implemented





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## Minutes of the First Meeting of the Anti-Ragging Cell for the Academic Year 2019-2020

### Minutes:

1. **Welcome Address:** The meeting commenced with a welcome address delivered by the convener of the Anti-Ragging Committee, Mr. Ashish C Pius.
2. **Discussion on Measures:** Various measures to ensure a fear-free environment for the incoming first-year students were discussed.
3. **Decisions and Actions:**
  - **Display of Committee Members' Details:** It was decided to display the names and mobile numbers of the members of the Anti-Ragging Committee on notice boards in all classrooms, the library, and canteen premises.
  - **Anti-Ragging Posters:** It was decided to ensure that anti-ragging posters are displayed on all notice boards.
  - **Batch Coordinators:** Second and final year batch coordinators were appointed to educate and make students aware of the consequences of ragging.
  - **Break Time Differentiation:** The idea of differentiating the break time for first-year students was put forward in the meeting.
  - **Anti-Ragging Affidavits:** Instructions for the collection of anti-ragging affidavits were discussed and agreed upon.
4. **Principal's Address:** During the discussions, the Principal, Father A. J. Savians, highlighted the importance of maintaining and nurturing camaraderie among the students. He emphasized its role in fostering a conducive learning environment and promoting holistic development.

**Conclusion:** The meeting concluded with a vote of thanks from the convener, Mr. Ashish C Pius. The next meeting will be scheduled to the month of August.

Prepared by:  
Mr. Ashish C Pius  
Convener, Anti-Ragging Cell

Approved by:  
Fr. A J Saviance CMI,  
Principal





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**Second Meeting of the Anti-Ragging Cell  
for the Academic Year 2019-2020**

**Date:** 20th August 2019

**Time:** 11:30 AM

**Venue:** Principal's Office

Sl.No	Name	Signature
1	Rev. Fr. A J Saviance CMI, Principal (Chairman of Cell)	
2	Mr. Ashish C Pius (Assistant Professor, Department of Commerce), Convener	
3	Prof. W. T. Paul, (Associate Professor, Department of Management)	
4	Ms. Mary Antony (HOD, Department of Commerce)	
5	Mr. Joby Jacob, (HOD, Department of Computer Science)	
6	Ms. Amala Manavalan, (HOD, Department of English)	
7	Ms. Anila Varghese (HOD, Department of Management)	
8	Mr. Renju A C (HOD, Department of Animation and Graphic Design)	Absent
9	Mr. Renjith K J (office superintendent), (Non-Teaching representative)	
10	Mr. Achuthan M (Student representative)	Absent

**Agenda:**

1. Review of the actions taken based on the decisions made in the first meeting.
2. Discussion on further measures to enhance the anti-ragging environment.





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## Minutes of the Second Meeting of the Anti-Ragging Cell for the Academic Year 2019-2020

### Minutes:

1. **Welcome Address:** The meeting commenced with a welcome address by Mr. Ashish C Pius, Convener of the Anti-Ragging Cell.
2. **Review of Actions Taken:**
  - **Display of Committee Members' Details:** The names and mobile numbers of the members of the Anti-Ragging Committee have been displayed on notice boards in all classrooms, library, and canteen premises as per the decision in the first meeting.
  - **Anti-Ragging Posters:** Anti-ragging posters have been displayed on all notice boards across the campus.
  - **Batch Coordinators:** Second and final year batch coordinators have been appointed and have started educating students about the consequences of ragging.
  - **Break Time Differentiation:** The proposal for differentiating break times for first-year students is successfully implemented.
  - **Anti-Ragging Affidavits:** Instructions for the collection of anti-ragging affidavits have been issued, and the process is ongoing.
3. **Further Measures:**
  - It was suggested to conduct regular surprise checks in college premises and canteen areas to prevent any ragging activities at break time.
  - The committee discussed organizing interactive sessions between senior and junior students to foster a positive relationship and reduce the likelihood of ragging incidents.
  - It was proposed to create a dedicated helpline for reporting ragging incidents, ensuring immediate assistance and confidentiality.
4. **Orientation Program for First-Year Students:**
  - The committee decided to organize an orientation program specifically focused on anti-ragging awareness for the incoming first-year students.
  - During the orientation, the newly admitted students will be informed about the institutional policies against ragging, the support systems in place, and the severe consequences of indulging in such activities.
5. **Principal's Address:** The Principal, Rev. Fr. A J Saviance CMI, reiterated the importance of maintaining a ragging-free campus and nurturing a sense of camaraderie among students. He emphasized that a conducive learning environment is essential for the holistic development of students.
6. **Conclusion:** The meeting concluded with a vote of thanks by Prof. W. T. Paul. Eight members were present in the meeting.





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**Action matters:**

1. Conduct regular surprise checks in break time.
2. Organize interactive sessions between senior and junior students.
3. Plan and execute the orientation program for first-year students.

**Prepared by:**  
Mr. Ashish C Pius  
Convener, Anti-Ragging Cell

**Approved by:**  
Fr. A J Saviance CMI,  
Principal





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### Third Meeting of the Anti-Ragging Cell for the Academic Year 2019-2020

Date: 18<sup>th</sup> December, 2019

Time: 2:00 PM

Venue: Principal's Office

Sl.No	Name	Signature
1	Rev. Fr. A J Saviance CMI, Principal (Chairman of Cell)	
2	Mr. Ashish C Pius (Assistant Professor, Department of Commerce), Convener	
3	Prof. W. T. Paul, (Associate Professor, Department of Management)	
4	Ms. Mary Antony (HOD, Department of Commerce)	
5	Mr. Joby Jacob, (HOD, Department of Computer Science)	
6	Ms. Amala Manavalan, (HOD, Department of English)	
7	Ms. Anila Varghese (HOD, Department of Management)	Absent
8	Mr. Renju A C (HOD, Department of Animation and Graphic Design)	
9	Mr. Renjith K J (office superintendent), (Non-Teaching representative)	
10	Mr. Achuthan M (Student representative)	

#### Agenda:

1. Review of the academic year's activities
2. Discussion on the conduct of awareness sessions
3. Acknowledgment





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### Minutes of the Third Meeting of the Anti-Ragging Cell for the Academic Year 2019-2020

**Minutes:**

1. **Prayer and Welcome Address:** The meeting commenced with a prayer led by Rev. Fr. A J Saviance CMI, Chairman of the Anti-Ragging Committee. The members were welcomed by Mr. Ashish C Pius, Convener of the committee, who elaborated on the functions and responsibilities of the cell. He thanked the members for their attendance and appreciated their efforts on behalf of the committee.
2. **Review of the Academic Year's Activities:**
  - **No Grievances Reported:** It was noted that there were no grievances reported during the academic year, indicating a positive and ragging-free environment on campus.
  - **Awareness Sessions:** The conduct of the awareness sessions by the batch coordinators was reviewed and it was concluded that they were executed well.
3. **Acknowledgment:** The principal, Rev. Fr. A J Saviance CMI, congratulated the teachers, non-teaching staff and coordinators for their efforts in maintaining the campus as a zero-tolerance zone for ragging. He expressed his appreciation for their dedication and hard work.

**Conclusion:** The meeting was adjourned at 3:15 PM with a vote of thanks from the convener, Mr. Ashish C Pius. Nine members were present in the meeting.

**Prepared by:**  
Mr. Ashish C Pius  
Convener, Anti-Ragging Cell



**Approved by:**  
Principal