

Academic Year 2016-2017



CIRCULAR-ALL HEADS

MEETING AGENDA

Date: 1/7/2016

Meeting Name:	RAGGING FREE CAMPUS – DISCUSSION AND ACTION PLAN		
Date of Meeting: (DD/ MM /YYYY)	4/7/2016	Time:	10:00 am to 11:00 am
Meeting Chair:	Dr.R.Suresh Premil Kumar	Location:	Principal's Office
Meeting Facilitator:	Mr.P.Renjitham		
Meeting Minute Taker:	Mr.Michael Franklin	Meeting Documenter:	Mr.Michael Franklin

1. Meeting Objective

To frame the rules and regulations to make a ragging free campus

2. Attendees

Name	Department	E-mail	Phone
ALL THE HEADS			

3. Meeting Agenda

Topic	Time
<ul style="list-style-type: none"> To discuss on the various aspects of ragging and possible measures to be taken to avoid ragging To frame certain regulations to set up a ragging free campus 	10:00 am to 11:00 am

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	To be Prepared by
Antiragging affidavit copy – to make the discussions based on the parameters mentioned	Principal

Dr.R.Suresh Premil Kumar
Principal
Stella Mary's College of Engineering
Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District – 629202





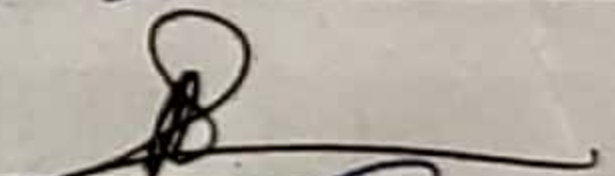
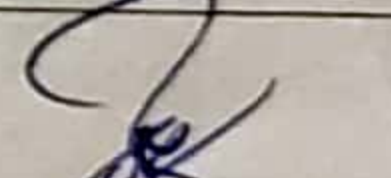
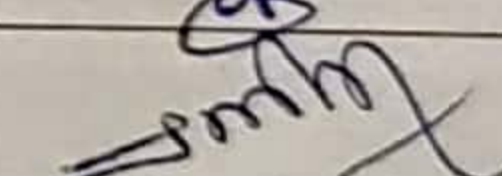
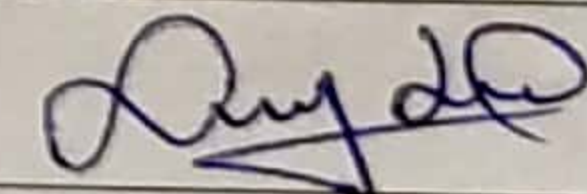
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2016 - 2017 (Odd/Even)

2. Signature

S.No.	Name	Designation	Department	Signature
1.	Mr.M.R.Saravanan	Assistant Professor	EEE	
2.	Mr.Michael Franklin	Assistant Professor	ECE	
3.	Mrs.Ann Romalt	Assistant Professor	CSE	
4.	Mr. Ragin	Assistant Professor	CIVIL	
5.	Mrs.Freeda	Assistant Professor	S&H	
6.	Mr.Edward Dhas	Assistant Professor	MECHANICAL	



MEETING MINUTES

Meeting Name:	RAGGING FREE CAMPUS – DISCUSSION AND ACTION PLAN		
Date of Meeting: (MM/DD/YYYY)	4/7/2016	Time:	10:00 am to 11:00 am
Minutes Prepared By:	Mr. Michael Franklin	Location:	Mr. Michael Franklin

1. Meeting Objective

To frame the rules and regulations to make a ragging free campus

2. Attendance at Meeting

Name	Department	E-mail	Phone
List Enclosed			

3. AGENDA ITEM	4. DISCUSSION/OUTCOMES / DECISIONS	5. ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	6. Date & Time of completion
To discuss on the various aspects of ragging and possible measures to be taken to avoid ragging	<ul style="list-style-type: none"> Discussions were made on what constitutes ragging Places possible ,where ragging could happen were identified. Awareness on ragging to be given – was discussed 	<ul style="list-style-type: none"> To demonstrate to the students about what all would come under ragging Also tell the students in what ways they could be helped 	immediate
To frame certain regulations to set up a ragging free campus	<ul style="list-style-type: none"> To frame the monitoring committee who would deal with the remedial or punishing part . 	<ul style="list-style-type: none"> committee framed to be disclosed 	immediate
	<ul style="list-style-type: none"> "Ragging is an offence" notice to be pasted in all main areas prone to ragging, specially where students gather like cafeteria, office, restrooms etc. 	<ul style="list-style-type: none"> Pasting of this notice to be verified by the monitoring committee. 	immediate
	<ul style="list-style-type: none"> Measures to avoid ragging in college campus. 	<ul style="list-style-type: none"> A separate block for the S&H department, isolated from the rest 	-----



		<ul style="list-style-type: none"> Possible places of ragging identified and a monitoring committee member from every department has to monitor the students, in the verandahs, main gate, cafeteria, near rest rooms. 	-----
		<ul style="list-style-type: none"> Time table for first years framed in such a manner that intervals differ for the seniors and the first year students. 	-----
		<ul style="list-style-type: none"> In bus a monitoring committee is put to take care. 	-----
		<ul style="list-style-type: none"> In hostels also the monitoring committee would make a frequent visit to check whether the hostel is a ragging free one and look to the grievances faced by the hostellers also. 	-----

Summary of Review Outputs

- All possible measures to be taken to make a ragging free campus were discussed and action plan framed accordingly.

7. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	-----	Time:	-----	Location:	-----
Objective:	-----				

Signature:

Meeting Documentor

Date:

Signature:

Principal

Date:

PREMIL KUMAR, M.E., Ph.D
PRINCIPAL
STELLA MARY'S COLLEGE OF ENGINEERING
ARUTHENGANVILAI, AZHICKAL POST - 629 202
KANYAKUMARI DISTRICT

Signature:

Director

Date:

Signature:

Date:







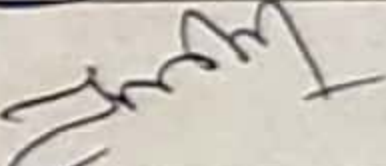
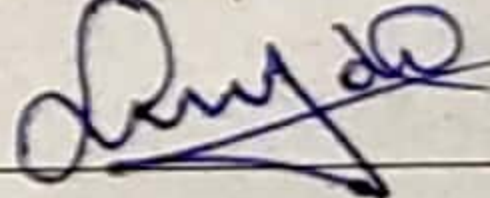
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2. Attendance at Meeting

S.No.	Name	Designation	Department	Signature
1.	Mr.M.R.Saravanan	Assistant Professor	EEE	
2.	Mr.Michael Franklin	Assistant Professor	ECE	
3.	Mrs.Ann Romalt	Assistant Professor	CSE	
4.	Mr.Ragin	Assistant Professor	CIVIL	
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2016 - 2017 (Odd/Even)

CIRCULAR

MEETING AGENDA

Date: 5/7/2016

Meeting Name:	RAGGING FREE CAMPUS – FOLLOWUP WITH MONITORING COMMITTEE		
Date of Meeting: (DD/MM/YYYY)	6/7/2016	Time:	10:00 am to 11:00 am
Meeting Chair:	Dr.R.Suresh Premil Kumar	Location:	Principal's Office
Meeting Facilitator:	Mr.P.Renjitham		
Meeting Minute Taker:	Mr.Michael Franklin	Meeting Documenter:	Dr.R.Suresh Premil Kumar

1. Meeting Objective

Follow up meeting with the monitoring committee members

2. Attendees

Name	Department	E-mail	Phone
ALL THE HEADS			

3. Meeting Agenda

Topic	Time
<ul style="list-style-type: none">To discuss on carrying out the rules framed in process of making a ragging free campus	10:00 am to 11:00 am

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	To be Prepared by
Antiragging affidavit copy – to make the discussions based on the parameters mentioned	Principal

Dr.R.Suresh Premil Kumar, I.E.T.M.D.
PRINCIPAL
STELLA MARY'S COLLEGE OF ENGINEERING
ARUTHENGANVILAI, AZHICKAL POST-629202
KANYAKUMARI DISTRICT



2. Signature

S.No.	Name	Designation	Department	Signature
1.	Mr.M.R.Saravanan	Assistant Professor & Head	EEE	
2.	Mr.Michael Franklin (Anti-ragging committee)	Assistant Professor & Head	ECE	
3.	Mrs.Ann Romalt	Assistant Professor & Head	CSE	
4.	Mr.Ravi Kumar	Assistant Professor & Head	CIVIL	
5.	Dr.Freeda	Assistant Professor & Head	S&H	
6.	Mr.Edward Dhas	Assistant Professor & Head	MECHANICAL	
7.	Mr. Raj Kumar(Anti-ragging committee)	Assistant Professor	MECHANICAL	
Monitoring Committee Members				
1.	Mr. Starlin Deva Prince	Assistant Professor	MECHANICAL	
2.	Mr. Selva Kumar	Assistant Professor	ECE	
3.	Ms .Ashley Beby	Assistant Professor	ECE	
4.	Mr. Selva Reegan	Assistant Professor	CSE	
5.	Dr. Shiny Malar T.R	Assistant Professor	CSE	
6.	Mr. Rajin	Assistant Professor	CIVIL	
7.	Mr. Ezhil Vignesh	Assistant Professor	EEE	




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8.	Ms.Darcy Gnana Jegha	Assistant Professor	EEE	
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MEETING MINUTES

Meeting Name:	RAGGING FREE CAMPUS – FOLLOWUP PLANNING WITH MONITORING COMMITTEE		
Date of Meeting: (MM/DD/YYYY)	6/7/2016	Time:	10:00 am to 11:00 am
Minutes Prepared By:	Dr.R.Suresh Premil Kumar	Location:	Dr.R.Suresh Premil Kumar

1. Meeting Objective

Follow up meeting with the monitoring committee members

2. Attendance at Meeting

Name	Department	E-mail	Phone
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3. AGENDA ITEM	4. DISCUSSION/OUTCOMES / DECISIONS	5. ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	6. Date & Time of completion
<ul style="list-style-type: none"> To discuss on carrying out the rules framed in process of making a ragging free campus 	<ul style="list-style-type: none"> Discussions were made on what constitutes ragging Places possible ,where ragging could happen were identified discussed 	<ul style="list-style-type: none"> To demonstrate to the students about what all would come under ragging Also tell the students in what ways they could be helped The places where monitoring has be done are <ol style="list-style-type: none"> Morning when entering the campus on the way Interval(FN&AN) Canteen (Lunch and Intervals) Evening on the way to bus In the transport yard In the entrance at Gate 1 	<p>According to the venue allotted in the schedule The monitoring committee should take roles and execute the duty assigned.</p>

Summary of Review Outputs

- All possible measures to be taken to make a ragging free campus were discussed and follow up plan made accordingly



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Minutes Prepared By:		Dr.R.Suresh Premil Kumar	Location: Dr.R.Suresh Premil Kumar
7. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	-----	Time:	-----
Objective:	-----		

Signature:

Meeting Documentor

Date:

Signature:
(Handwritten Signature)
Principal
 Dr.R.Suresh Premil Kumar, M.E., Ph.D
Date:
 PRINCIPAL
 STELLA MARY'S COLLEGE OF ENGINEERING
 ARUTHENGANVILAI, AZHICAL POST, KANYAKUMARI DISTRICT

Signature:

Director

Date:

Signature:

Date:



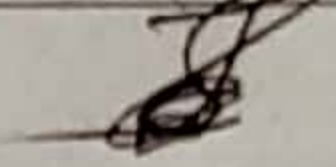
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3.	Ms.Ashley Beby	Assistant Professor	ECE	
4.	Mr.Selva Reegan	Assistant Professor	CSE	
5.	Ms.Shiney Malar, FR	Assistant Professor	CSE	
6.	Mr.Rajin	Assistant Professor	CIVIL	



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7.	Ms.Darcy Gnana Jegha	Assistant Professor	EEE	
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