

# CARE COLLEGE OF ENGINEERING

(Approved by AICTE and Affiliated to Anna University, Chennai)  
27, Thayanur, Trichy – 620009

## Minutes of the Anti- Ragging Committee Meeting

The Principal conducted a meeting with the members of the Anti- Ragging Committee on 16.3.2022 at 3pm in FULCRUM hall and discussed the following points:

1. It is the responsibility of the seniors to guide the fresher's whenever they approach them.
2. As responsible members of the college seniors must help and cooperate with the juniors.
3. It is also the responsibility of the senior students to involve their juniors in all kinds of activities.
4. Seniors must ensure that no ragging is taking place anywhere in the campus.
5. If any incident of ragging occurs it is the duty of senior students to bring it to the notice of higher officials.
6. As per the guidelines of Honorable Supreme Court of India and the directions of UGC, students are instructed to submit an Anti Ragging Affidavit separately by students and parents.
7. To create awareness on ragging and its consequences planned to conduct a meeting with district level police officers.



PRINCIPAL  
CARE COLLEGE OF ENGINEERING  
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## Minutes of the Anti- Ragging Committee Meeting

The Principal conducted a meeting with the members of the Anti- Ragging Committee on 3.3.2021 at 4 pm in Virtual Mode and discussed the following points:

1. It is the responsibility of the seniors to guide the fresher's whenever they approach them.
2. As responsible members of the college seniors must help and cooperate with the juniors.
3. It is also the responsibility of the senior students to involve their juniors in all kinds of activities.
4. Seniors must ensure that no ragging is taking place anywhere in the campus.
5. If any incident of ragging occurs it is the duty of senior students to bring it to the notice of higher officials.
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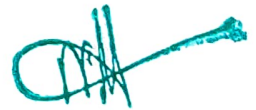
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**Minutes of the Anti- Ragging Committee Meeting**

The Principal conducted a meeting with the members of the Anti- Ragging Committee on 25.1.2020 at 4pm in MBA Conference Hall and discussed the following points:

1. It is the responsibility of the seniors to guide the fresher's whenever they approach them.
2. As responsible members of the college seniors must help and cooperate with the juniors.
3. It is also the responsibility of the senior students to involve their juniors in all kinds of activities.
4. Seniors must ensure that no ragging is taking place anywhere in the campus.
5. If any incident of ragging occurs it is the duty of senior students to bring it to the notice of higher officials.
6. As per the guidelines of Honorable Supreme Court of India and the directions of UGC, students are instructed to submit an Anti Ragging Affidavit separately by students and parents.
7. To create awareness on ragging and its consequences planned to conduct a meeting with district level police officers.



  
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### **Minutes of the Anti- Ragging Committee Meeting**

The Principal conducted a meeting with the members of the Anti- Ragging Committee on 30.1.2019 at 3.30 pm in Communication Lab and discussed the following points:

1. It is the responsibility of the seniors to guide the fresher's whenever they approach them.
2. As responsible members of the college seniors must help and cooperate with the juniors.
3. It is also the responsibility of the senior students to involve their juniors in all kinds of activities.
4. Seniors must ensure that no ragging is taking place anywhere in the campus.
5. If any incident of ragging occurs it is the duty of senior students to bring it to the notice of higher officials.
6. Anti Ragging squad is to be constituted comprising of four to five members particularly with senior staff.
7. To regulate ragging issues among the Hostel students ,staff is appointed to visit the Hostels in periodic intervals / everyday.

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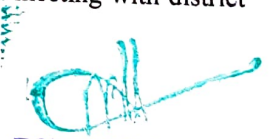
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**Minutes of the Anti- Ragging Committee Meeting**

The Principal conducted a meeting with the members of the Anti- Ragging Committee on 29.7.2016 at 3pm in Fulcrum hall and discussed the following points:

1. It is the responsibility of the seniors to guide the fresher's whenever they approach them.
2. As responsible members of the college seniors must help and cooperate with the juniors.
3. It is also the responsibility of the senior students to involve their juniors in all kinds of activities.
4. Seniors must ensure that no ragging is taking place anywhere in the campus.
5. If any incident of ragging occurs it is the duty of senior students to bring it to the notice of higher officials.
6. Flying squad is nominated with a group of staff members to look after the issues related to Anti – Ragging activities inside and outside the college campus.
7. Anti Ragging committee members are advised the address 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year students regarding ragging and its implications
8. As per the guidelines of Honorable Supreme Court of India and the directions of UGC, students are instructed to submit an Anti Ragging Affidavit separately by students and parents.
9. To create awareness on ragging and its consequences planned to conduct a meeting with district level police officers.



**DIRECTOR**  
C.A.R.E. GROUP OF INSTITUTIONS  
No. 27, Thayanoor Village  
TRICHY - 620 009



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No. 27, Thayanur, Trichy-620 009.



**CARE COLLEGE OF ENGINEERING**  
**OMBUDSMAN AND GRIEVANCE REDRESSAL COMMITTEE**  
**Minutes of Meeting**

06-10-2021

OMBUDSMAN AND GRIEVANCE REDRESSAL COMMITTEE MEETING			
Date of Meeting	06-10-2021	Time	1.00 PM
Venue	Board Room		

Meeting Chairman Dr.S.Shanthi, Principal, CARE CoE, Trichy

**Members attended:**

1	Dr. M. Sumesh Head of the Department, Civil	
2	Dr.D.R.Rajkumar Head of the Department, Mechanical	
3	Dr.J.Jeyarani Head of the Department Electronics and Communication	
4	Dr.M.Murali Asso. Professor, Physics Department	

**Minutes of the Meeting**

1)	A sports student from 3rd year Mechanical Engineering sent a request letter to grievance cell to provide flexible time for throw ball practice during college working hours.
2)	The student selected the Mechanical course under Sports Quota in CARE College of Engineering.
3)	After completing the enquiry about the student's performance in sports and Academics, we recommend that the request is sanctioned.
4)	The plea is forwarded to Head of the Department/Mechanical and Physical Director to arrange alternate classes and ground facilities to the student respectively.
5)	The committee also requests the physical director, all heads of the department and management to encourage such students to participate in Zonal/National/International level sports by providing flexible time during working hours without affecting their academics.

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Heads of OMBUDSMAN AND GRIEVANCE REDRESSAL COMMITTEE

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**OMBUDSMAN AND GRIEVANCE REDRESSAL COMMITTEE**  
**Minutes of Meeting**

16-12-2019

OMBUDSMAN AND GRIEVANCE REDRESSAL COMMITTEE MEETING		
Date of Meeting	16-12-2019	Time 11.00 am
Venue	Board Room	

Meeting Chairman Dr.N.Meikandan, Director, CARE Group of Institutions, Trichy.

**Members attended:**

1	Dr G. Ram Doss Head of the Department, Mechanical Engineering	
2	Mr.T.Vasanthakumar Head of the Department, Mechanical Engineering	
3	Dr. P.V.Premalatha Head of the Department, Civil Engineering	
4	Dr.J.Jeyarani Head of the Department Electronics and Communication Engineering	

**Minutes of the Meeting**

1)	From first year CSE and ECE, sent a request letter to grievance cell on the unclean ladies/girls rest room, dust from the usage of chalk piece and providing more fans in their class rooms.
3)	After visiting the ladies/girls rest room, checking the problems on usages of chalk pieces and the air circulation of fans in their class rooms during afternoon time, the committee give the suggestion/ recommendation to the Admin Manager.
4)	The committee request the Director/Management to take immediate action on cleaning the rest rooms as it is concerned with health issues of all girls/ladies who are working in CARE.
5)	The committee also recommend the other plear, proving more fans and enforcing dustless chalk piece.

Heads of OMBUDSMAN AND GRIEVANCE REDRESSAL COMMITTEE

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**PRINCIPAL**  
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**No. 27, Thayanur, Trichy-620 009.**



**CARE GROUP OF INSTITUTIONS**  
**OMBUDSMAN AND GRIEVANCE REDRESSAL COMMITTEE**

Minutes of Meeting

01-11-2018

OMBUDSMAN AND GRIEVANCE REDRESSAL COMMITTEE MEETING		
Date of Meeting	01-11-2018	Time 11.00 am
Venue	Board Room	

Meeting Chairman Dr.N.Meikandan, Director, CARE Group of Institutions, Trichy.

**Members attended:**

1	Mr.T.Vasanthakumar Head of the Department, Mechanical Engineering	
2	Dr. P.V.Premalatha Head of the Department, Civil Engineering	
3	Dr. S.Shanthi Head of the Department Electronics and Communication Engineering	
4	Mr. G.Venkatesan Head of the Department, Science & Humanities	

**Minutes of the Meeting**

1)	Third year MECH, sent a request letter to grievance cell on the frog menace in their class rooms.
2)	After visiting the their class rooms during morning time & afternoon time, the committee understands the genuiness of the problem and the kind of fear the students would get by the frogs.
3)	The committee sends the sugession/ recomandation to the Admln Manager by take absoloute measures, in future no frogs would disturbs student during class hours
4)	The committee request the Director/Management to take immediate action on removing frogs from other class rooms also.

Heads of OMBUDSMAN AND GRIEVANCE REDRESSAL COMMITTEE

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### MINUTES OF MEETING

Subject : Sexual Harassment Redressal committee  
Venue : Online mode (via Google meet)  
Date : 04-10-2020  
Presided by : Director, Dean  
Participants : All HODs and Staff Representatives

#### POINTS DISCUSSED:

1. Due to the covid curfew, the meeting was held via Google meet online mode.
2. The Director briefed the objective of the Sexual Harassment cell and the names of the in-charge members.
3. The students were clearly explained the various ways they can be harassed and the immediate actions to be taken.
4. The students were strictly explained the importance of informing the committee on account of any harassment of any form at the first instance.
5. The students were given the confidence to address the event boldly and stay strong and not to hesitate under any circumstance.
6. The contact numbers of the committee members and other in-charges such as women security, hostel warden and the principal were shared among the students.
7. The students agreed to heed to all the points discussed and the meeting was concluded.



*S. Prasad*

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### MINUTES OF MEETING

Subject : Sexual Harassment Redressal committee  
Venue : Bizwalt  
Date : 12-09-2019  
Presided by : Director, Dean  
Participants : All HODs and Staff Representatives

#### POINTS DICUSSED:

1. The director convened the meeting explaining the objectives and the purpose of the Sexual Harassment cell.
2. The committee members of the cell were announced to all the students and the ways to reach them were stated.
3. Few common scenarios of sexual harassment were explained by the cell coordinator and the preventive measures for the scenario were also explained.
4. The coordinator opened a discussion among the students to confer the various possibilities of sexual harassment that can occur to the student.
5. The students shared their view upon handling such harassment acts and they also stated their known ways of avoiding, addressing and reporting it.
6. The coordinator and the other committee members then explained the students on the most feasible and optimal ways to handle harassment situations.
7. The importance of reporting to the cell immediately without any hesitation was reinforced among the students and the meeting was concluded.



*S. Shanthi*

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**MINUTES OF MEETING**

Subject : Sexual Harassment Redressal committee  
Venue : Seminar hall  
Date : 28-09-2018  
Presided by : Director  
Participants : All HODs and Co-ordinators

**POINTS DICUSSED:**

1. Committee co-ordinator welcomed all the members & students and explained the purpose of meeting.
2. Acquaint the students about the procedures to make complaints, if they have any problem regarding harassment.
3. The chairperson asked the members to meet the students on regular basis.
4. Action plan has been prepared for the academic year 2018-2019 to ensure safety of the students.



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### MINUTES OF MEETING

Subject : Sexual Harassment Redressal committee  
Venue : Director Cabin  
Date : 01-10-2017  
Presided by : Director  
Participants : All HODs and Staff Representatives

#### POINTS DISCUSSED:

1. Committee co-ordinator welcomed all the members & students and explained the objective of Sexual Harassment cell.
2. Discussed to conduct a rally on 8th march 2018 on the occasion of year 2017-18.
3. All the members discussed on forming posters of Sexual Harassment Cell specifying guidelines of the cell and display them on the walls of the college building as per the directions given by the central government
4. It was also decided a set up a complaint drop box in the college premises.
5. The committee noted that no complaint of sexual harassment has been received from any student.
6. Director concluded the meeting with vote of thanks.



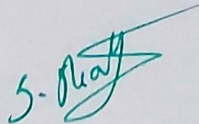
  
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**MINUTES OF MEETING**

Subject : Sexual Harassment Redressal committee  
Venue : Director's Cabin  
Date : 10-10-2016  
Presided by : Director  
Participants : All HODs and Co-ordinators

**POINTS DICUSSED:**

1. The meeting was held at Director's Cabin.
2. The Director addressed the objective of the **Sexual Harassment cell**.
3. Newly admitted students were given information regarding Sexual Harassment cell and its working.
4. ~~Make~~ the students aware about the functions and guideline of Sexual harassments cell.
5. Take the action plan for the year in the academic year 2016-2017 to ensure safety of the students in the college campus.
6. The committee noted that no complaints of sexual harassment have received.



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