MINUTES OF THE ANTI-RAGGING COMMITTEE MEETING

The minutes of the **Anti-Ragging Squad** Meeting held on **06/09/25** at **03:30 pm** in ***Board Room*** and its proceedings are given below:

Proceedings:

1. **Regular Monitoring of College Premises:** The committee discussed the need for regular and systematic monitoring of the college premises **especially Library, Canteen** to ensure that no unpleasant situation, activity, or behavior related to ragging occurs. The faculty members included in the monitoring list will carry out observation duties on a **rotational basis** as per the assigned schedule. They will remain vigilant during their respective observation periods and report any unusual or unpleasant incident immediately to the Anti-Ragging Squad Committee. If any such incident occurs, immediate appropriate action will be taken by the committee members in accordance with the prescribed rules and procedures.

2. **Monitoring Schedule:** The list of faculty members assigned for the monitoring program has been prepared. Each faculty member will be responsible for monitoring the designated areas during the assigned observation period. If a faculty member has a scheduled class during the assigned monitoring period, they will coordinate with the concerned Department Representative and provide replacement or make the necessary adjustment to their class schedule so that the monitoring duty can be carried out without affecting academic activities. **Although the monitoring schedule has been prepared for the faculty members the students members were asked to be vigilant and report to Anti-Ragging Committee members, Squad or any other faculty without further delay.**

3. **Frequency of Review Meetings:** A general meeting of the Anti-Ragging Squad Committee will be conducted every ***fortnightly on Saturdays*** to review the monitoring activities, discuss observations, and plan future activities for the effective implementation of Anti-Ragging measures.

4. **Continuous Monitoring and Immediate Action:** The committee decided that continuous monitoring will be maintained throughout the college premises. In the event of any

unpleasant incident or situation, the concerned faculty member will immediately inform the committee, and the committee members will take appropriate action without delay. If necessary, an urgent meeting of the committee will be arranged on the same day to discuss the incident and decide upon further action. In the absence of any such incident, the regular Saturday meeting will be conducted to review the situation and plan future activities.

5. **Miscellaneous:** The committee emphasized the importance of coordination among all assigned faculty members and Department Representatives for the smooth implementation of the monitoring program. All members were requested to perform their assigned responsibilities diligently and maintain a safe, disciplined, and ragging-free environment within the college premises.

The meeting concluded with a vote of thanks by the existing Convener. The convener appreciated the active participation of members and directed everyone to implement the action plan effectively.

The following members were present in the meeting:

Sl. No.	Name	Designation	Signature
1	Dr. Subhankar Ghosh, Dean Academics	Chairperson	
2	Dr. Rajdeep Chakravarty, Dean RCIII	Senior Member	
3	Mr. Suprovat Basu, Registrar	Senior Member	
4	Ms. Rajalakshmi Chandrasekhar, Asst. Prof. EEE Dept.	Convener	
5	Mr. Pramod Kar, Chief Administrative Officer	Coordinator	
6	Ms. Mausumi Sutradhar, Asst. Prof., BSH Dept.	Member	
7	Mr. Aninda Das, Asst. Prof., ME Dept.	Member	A. Das
8	Mr. Sourav Kundu, Asst. Prof., EE Dept.	Member	

9	Jit Modak, Asst. Prof., ECE Dept.	Member	
10	Ms. Shrabasti Roy, Asst. Prof., MBA Dept.	Member	
11	Mr. Pobitra Kumar Mondal, Faculty of CE Dept.	Member	
12	Mr. Jaydeep Sarkar, Faculty of MCA Dept.	Member	
13	Sourav Dutta, Admin	Member	Sourav Dutta.
14	Anubrata Karnakar, Admin member	Member	Anubrata Karmakar
15	Megha Singha Roy, Admin member	Member	Megha Singha Roy.
16	Saraswati Mondal, Admin member	Member	