

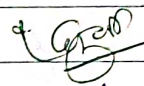

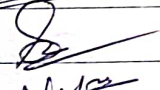
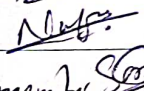


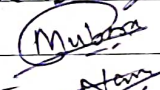


Meeting minutes # for Academic year 2019-20

Date: June - 15 - 2019

Time: 10:00 AM

Venue: Seminar Hall, Kottakkal Farook Arts and Science College.

Attendees: -

1. Prof: M. Abdul Azeez (principal) chairman 
2. Mohammed Labab - M (Vice principal) Convenor 
3. Sreenath. M (HOD Dept of English) Member 
4. Najeesa. VP (HOD Dept of Economics) Member 
5. Sampath - TM (HOD Dept of Political Science) member 
6. Aboobacker kuthi Naha (HOD Dept of Mathematics) member 
7. Mubarak - N (HOD Dept of Physics) member 
8. Nandini - PC (HOD Dept of Commerce) member 
9. Samsher - K (HOD Dept of Physical Education) member 

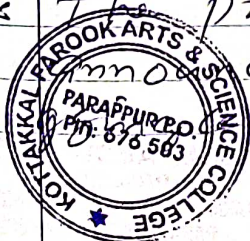
Agenda: -

1. Re constitution of Anti-Ragging Cell
2. Review of previous year's actions and outcomes
3. Planning and Course of action for the academic year 2019-20
4. Any other business -

Minutes: -

1. Re constitution of Anti-ragging Cell

* The principal, welcomed the members and
 announced the reconstitution of the Anti-ragging
 cell for the academic year 2019-20 as



Per the nominations made by the College Council
 2. Review of previous year's Actions and outcomes

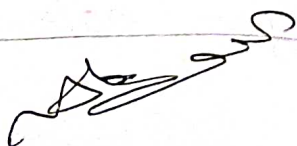
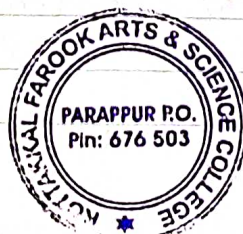
- * The Convenor presented a review of activities and measures taken in the previous academic year. It was noted that there were minor verbal ~~etc~~ clashes by seniors with junior students resolved through reconciliation since no element of ragging was evident.

3. Planning and Course of Action for 2019-20

- * Enhance the awareness programme for freshers and their parents during the orientation session.
- * Increase the number of work shops and seminars involving external experts to educate students on the consequences of ragging.
- * Regularly monitor all student gathering points and inspect any mis behaviour.
- * Maintain 24/7 helpline number for students to report any incidents of ragging.
- * Display anti-ragging posters and banners at prominent locations within the Campus.
- * Collaborate with local law enforcement to ensure swift action in case of any ragging incidents.

4. Any other business:—

- * The cell decided to meet when required to review the progress and address any emerging issues.

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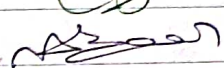
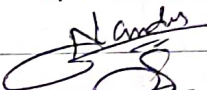


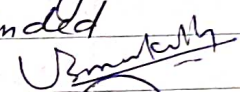
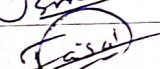

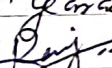
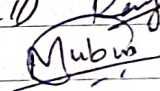
Special Anti-Ragging Cell Meeting Minutes

Date: August 30, 2019

Time: 10. AM

Venue: Conference Hall, Kottakkal Farook Arts & Science College -

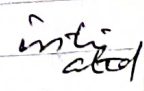
Attendees: -

1. Prof: M. Abdul Azeez (principal) chairman 
2. Mohammed Labeeb. M (vice principal) convenor 
3. Nandini. PC (HOD Commerce) member 
4. Sreenath. M (HOD English) member 
5. Adv: Saifunnisa (ward member - Parappur gramapanchayath) 
6. Mohd Rajeege (SI Polia - Vengara) - Not attended
7. Usman Kutty Paravakkal (President FES) 
8. MT Assainar Faisal (PTA vice president) 
9. PTA member - To be nominated after first year admissions
10. Sajjad Moideen DP (Student Representative) 
11. I year Student Rep - To be nominated after 1st year admission
12. Ranjini. V (Chairman, Women Development Cell) 
13. Mubarak. N (HOD - Physics) 

Agenda: -

1. Discussion on the ragging complaint received from the national help line
2. Investigation details and preliminary findings
3. Recommendations and actions to be taken

Minutes:

1. Discussion on Ragging Complaint
- * The Principal, Prof. M. Abdul Azeez intj 



the meeting following the receipt of a Complaint of ragging via the national help line. The Complaint was directed to the Convener to call for an urgent meeting of Anti-ragging cell.

- * The victim's uncle submitted a written Complaint ~~signed~~ signed ~~the~~ by the victim leading the Committee to visit the victim immediately.

2 Investigation details:

- * The Committee promptly conducted an on-the-spot enquiry and collected preliminary details including CCTV footages, witness statements from staff and students, and statements from the accused.
- * The incident occurred on August 29, 2019 around 12:05 Pm. It involved Mohammed Fayyad (III Sem BCom CA) and Mohammed Junais VP (V Sem BCom CA) with other senior students mentioned in the Complaint.
- * The CCTV footage revealed that the victim was accidentally hit during a minor scuffle as ~~the~~ students moved between classes and engaged in union election activities. There was no deliberate attack or ragging observed.

3 Recommendations and actions:-

- * The Committee concluded ~~that~~ the incident did not constitute ragging but was an accidental injury during a crowded situation.
- * Recommendations include initiating disciplinary



action against Mohammed Junais..VP for Pulling and pushing Mohammed Fayyad which led to the accidental push on the victim

- * The Committee decided not to report the matter to the police station but to handle it within the college's disciplinary framework.
- * Additional measures to ensure such incidents do not occur include increased monitoring during high-traffic times and awareness sessions on appropriate conduct

- Action taken Report -

Incident: Complaint of ragging received on August 29-2019

Actions taken:-

1 Immediate Response:

- * Urgent meeting of Anti-ragging cell convened
- * Victim visited at the hospital and assured of action

2 Investigation:

- * Conducted on-the-spot enquiry and reviewed CCTV footage
- * Collected statements from staff students and the accused
- * Identified the incident as an accidental during a minor scuffle



3 Recommendations:

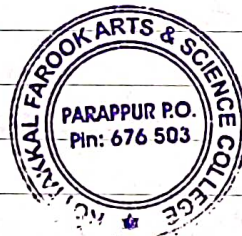
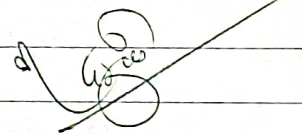
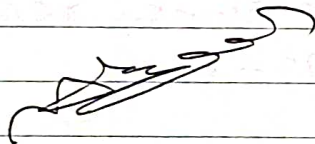
- * disciplinary action initiated against Mohammed Junais VP for inappropriate conduct.
- * Decision not to involve police, as the incident was accidental.

4 Preventive measures:-

- * Increased monitoring during high-traffic periods.
- * Scheduled awareness sessions on conduct and the importance of maintaining decorum during crowded situations.

5 Follow-up:

- * Continuous review of anti-ragging measures.
- * Regular meetings to address any emerging issues and ensure a safe campus environment.



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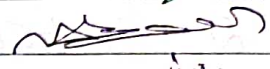
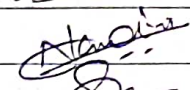

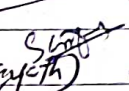
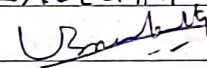

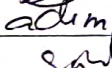


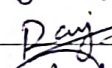
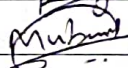
Special anti Ragging cell meeting minutes

Date: September 7- 2019

Time: 10 AM

Venue: Conference Hall- Kottakkal Farook Arts & Science College

Attendees:-

1. Prof: M. Abdul Azeez (principal, Chairman) 
2. Mohammed Labeeb (vice principal - Convener) 
3. Nandini . P.C. (HOD Commerce - member) 
4. Sreenath. M (HOD English - member) 
5. Adv: Saifunnisa (ward member - Parappurgram panchayath) 
6. Mohammed Rafique (SI of Police - vengara) - Not attended
7. Usman butty Paravakkal (president FES) 
8. M T. Assinger Faizal (PTA vice president) 
9. PTA member - To be nominated after 1st year admissions! 
10. Sajjad Moiden (Student Representative) 
11. 1st year student Rep - To be nominated after 1st year Admissions 
12. Ranjini V (Chairman - women development cell) 
13. Mubarak - N - (HOD physics - member) 

Agenda:-

1. Review of the withdrawal request of the Complaint by the victims, Fathima Jubin
2. Actions & Recommendations following the withdrawal

Minutes:-

1. Review of the withdrawal request :-

* The Principal Prof: M. Abdul Azeez initiated the meeting to discuss the withdrawal request



received from Fathima Jubin, the victim of ragging incident reported on 29 August 2019.

- * The letter dated September 7, 2019 expressed Fathima Jubin's wish to withdraw the Complaint following an apology from the culprits and their families. They assured that such an incident would not recur.

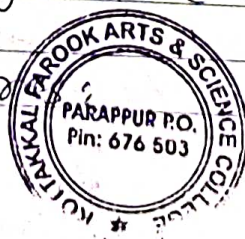
2 Details of the withdrawal Request:

- * Fathima Jubin conveyed her gratitude to the principal and the College authorities for their proactive timely intervention.
- * She mentioned that although the incident had initially upset her, she regained confidence with the support of her family and the College.
- * The culprits and their families apologized, promising that the incident would not be repeated. Consequently, Fathima Jubin decided to withdraw her Complaint.

3 Actions and Recommendations:-

- * The Committee acknowledged the receipt of the withdrawal letter and discussed its implications.
- * It was noted that the withdrawal letter would be forwarded to the UGC Anti-Ragging Cell-Delhi as a formal notification of the withdrawal.
- * The Committee decided to close the case officially considering the apology and the victim's request.

4 Preventive Measures



- * Despite the withdrawal the Committee emphasized the importance of continued vigilance to prevent any recurrence such incidents.
- * Plans for increased monitoring during high-traffic periods and additional awareness sessions on appropriate student conduct were ~~re~~ reaffirmed.

- Action taken Report -

Incident: Complaint of ragging received on August 29-2019 and subsequent withdrawal request by the victim on September 7-2019.

Actions taken:-

1. Immediate Response:-

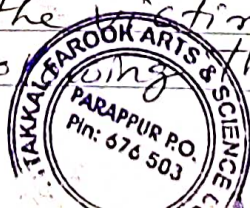
- * convened a special meeting of the Anti-Ragging Cell to discuss the withdrawal request
- * Reviewed the withdrawal letter submitted by Fathima Jubin

2. Investigation:-

- * Conducted an on the spot enquiry and reviewed CCTV footage and statements.
- * Identified the incident as an accidental push during a minor scuffle

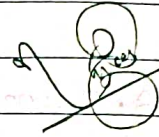
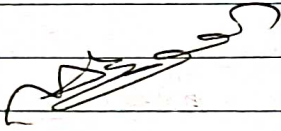
3. Resolution:-

- * Received and acknowledged the withdrawal request from the victim
- * Close the case following the victim's withdrawal of Complaint

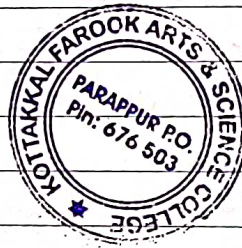


4 Preventive Measures:

- * Continued monitoring and awareness sessions on appropriate student conduct
- * Ensure that all actions and communications were formally documented and reported to the UGC Anti-ragging Cell - Delhi



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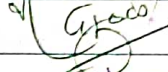
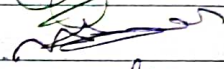
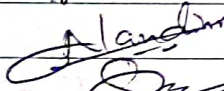
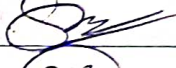
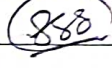
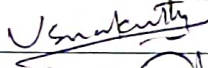

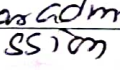
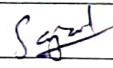
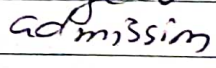
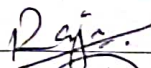

Special Anti-Ragging Cell meeting minutes

Date: November 22 2019

Time: 10 AM

Venue: Conference Hall - Kottakkal Farook Arts & Science College

Attendees :-

- 1 Prof: M Abdul Azeez (Principal - Chairman) 
- 2 Mohammed Labeeb (Viceprincipal - Conv. enor.) 
- 3 Nandini - PC (HOD Commerce - member) 
- 4 Sreenath - M (HOD English member) 
- 5 Adv: Saifunnisa (ward member - Parappur) 
- 6 Mohammed Rajeez (SI of police - Vengara)
- 7 Usman Kutty Paravakkal (President - FES) 
- 8 MT - Assainas Faisal (PTA - Vice President) 
- 9 PTA Member - To be nominated after 1st year admission 
- 10 Sajjad Moiden DP (Student Representative) 
- 11 1st year Student Rep - To be nominated after 1st year admission 
- 12 Ranjini - V (Chairman WDC) 
- 13 Mubarak - N (HOD - Physics) 

Agenda:-

- 1 Discussion of ragging complaint filed by Mohammed Nihal
- 2 Preliminary investigation findings and actions taken
- 3 Recommendation for further disciplinary actions



Minutes:—

1 Discussion of the Ragging Complaint

- * The Principal Prof: M. Abdul Azeez initiated the meeting to discuss the Complaint filed by Mohammed Nihal - a second year Bcom CA Student.
- * The Complaint that on November 21 - 2019. Mohammed Nihal was beaten by Mohammed Shibili Taj (Third year Bcom CA Student) and Mohammed Faiz (Former student)

2 Preliminary investigation findings:-

- * The Committee conducted a preliminary investigation and collected eyewitness statements.
- * Mohammed Shibili Taj was summoned, and the Complaint was read out to him. He was given until 12 PM to Respond but did not provide any response.
- * Eyewitness confirmed the incident and the threats made to Mohammed Nihal
- * Mohammed Faiz being a former student could not be summoned

3 Action taken:-

- * Mohammed Shibili Taj was suspended for ten days pending further investigation.
- * The Committee confirmed the validity of the Complaint based on eyewitness testimonies and the lack of responses from the first accused.



4 Recommendations :-

- * Suspend Mohammed Shibili Taj for ten days and recommend further disciplinary action
- * Inform Mohammed Nihal of his right to lodge a private complaint against Muhammed Faiz at the police station
- * Continue monitoring the situation and ensure no further incidents occur.

Action Taken Report

Action taken :-

1 Immediate Response

- * Convened a special meeting of the Anti-ragging cell on november 22 - 2019
- * Summoned and questioned Mohammed Shibili Taj, who failed to respond within the given time frame.
- * Collected eyewitness statements confirming the incident

2 Suspension :-

- * issued a ten-day suspension notice to Mohammed Shibili Taj, effective immediately
- * Due to his removal from the college roll, Mohammed Faiz could not be subjected to college-level disciplinary action

3 Recommendations :-

- * Proceed with further disciplinary action against Shibili Taj
- * Advise Mohammed Nihal to lodge a private complaint against Mohammed Faiz at the police station
- * Ensure continuous monitoring of the situation and ensure no further incidents occur.





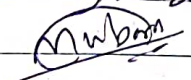


Patrol Report for the year 2019-20

Date: February 20-2020

Time: 09: AM - 1: 00 PM

Patrolling team:-

1. Prof: M. Abdul Azeez (Principal - Chairman) 
2. Mohamed Labab. M (Vice Principal - Convenor) 
3. Najessa. VP (HOD - Economics) Member 
4. Aboobacker Kutty Naha (HOD - Mathematics) member 
5. Mubarak. V (HOD Physics) Member 

Patrol Areas Covered:

- 1 Classroom blocks
- 2 Hostel Facilities
- 3 Dining Hall
- 4 Study rooms
- 5 Common Areas.

Observations:-

— Classroom blocks:-

* No issues observed, classes were conducted smoothly

— Hostel Facilities:-

* One incident of verbal bullying reported by a junior student

— Dining hall:-

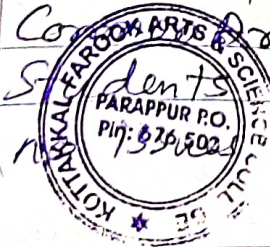
* No ragging incidents, Students were having meals peacefully

— Study rooms:-

* Quite and focused environment. No ragging reported

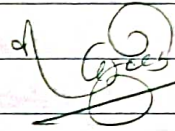
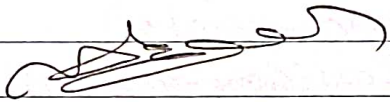
* Common Areas:-

* Students were engaged in group activities with



Action taken: -

- * Issued a warning to the senior students involved in verbal bullying
- * Increased hostel patrol frequency, especially during late hours
- * Conducted an interactive session with Junior Students to address their concerns
- * Reinforced the availability of the 24/7 anti-ragging help line.



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KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
PARAPPUR(P.O) - 676 503



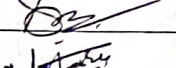
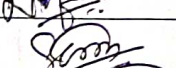
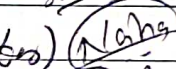

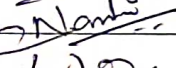

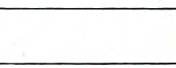
End of year Meeting for the year 2019-20

Date: April: 30 - '2020

Time: 10 AM

Venue: Seminars Hall - Kottakkal Farook Arts & Science College

Attendees: -

1. Prof: M. Abdul Azeez (principal-Chairman) 
2. Mohamed Labab. M (viceprincipal-Convenor) 
3. Sreenath. M (HOD English, Member) 
4. Nafees a. VP (HOD -Economics -member) 
5. Sampreeth. M (HOD-political science -member) 
6. Abubacker Kutty Naha (HOD-mathematics-member) 
7. Mubarak. N (HOD Dept of Physics) member 
8. Nandini. PC (HOD -Commerce -Member) 
9. Samshere. K (HOD -Dpt of Physical Education member) 

Agenda:-

1. Assessment of the performance of Anti-Ragging cell
2. Evaluation of Actions taken during the academic year
3. Patrol report
4. Suggestions for the next academic year.

Minutes:-

1. Assessment of the performance:-

* The principal praised the efforts of the anti-ragging cell in maintaining a ragging free environment



- * The Convenor reported that minor verbal clashes has been resolved through mediation and did not escalate into ragging incidents.

2 Evaluation of Action taken

- * The awareness programme for freshers and their parents during the orientation session was effective
- * Workshops and seminars were well-attended with positive feed back from participants.
- * Regular monitoring and increased vigilance prevented any major incidents.
- * helpline number was effective, though there were fewer calls compared to the previous year.
- * Posters and banners continued to serve a ~~de~~ deterrent against ragging.

3 Patrol Report

- * Patrols were carried out routinely, with special attention to first year student areas.
- * No serious incidents were reported and minor conflicts were quickly resolved
- * The presence of patrols contributed to a sense of security among students.

Suggestions for the next Academic year

- * Increase interactive components in workshops to engage students more effectively

- * Implement a mentorship programme with students guide freshers fostering a sense of community

- * Conduct surprise inspections in hostels



TURN OVER