

# Bhartiya Institute of Engineering & Technology, Sikar

## Meeting Minutes

### Anti-Ragging Committee

Date: 12/04/2023

Location: Seminar Hall

#### Attendee

Dr. Nitesh Kumar Dixit, Chairperson

Dr. Suman Nehra, Member

Mr. Hitendra Verma, Member

Mr. Mahesh Kumar, Member

Mr. Vandana Dhaka, Member

Mr. Ankit Kumar, Member

Ms. Ankita Kumari, Member

Agenda: Review of Anti-Ragging Committee

#### Meeting Commenced:

The meeting was called to order by [Name], the Chairperson of the meeting. [Name] welcomed all the members present and expressed gratitude for their attendance. The purpose of the meeting was stated, which was to review the functioning and effectiveness of the Anti-Ragging Committee.

#### Introduction and Background:

The Chairperson provided a brief overview of the Anti-Ragging Committee's formation, objectives, and its role in ensuring a ragging-free environment within the organization. They emphasized the importance of conducting periodic reviews to assess the committee's performance and make necessary improvements.

#### Review of Committee Structure and Composition:

The committee discussed the current structure and composition of the Anti-Ragging Committee. The following points were addressed:

- a. Membership: The Chairperson reviewed the list of committee members, ensuring representation from various stakeholder groups such as faculty, staff, students, and administrative personnel.

b. **Roles and Responsibilities:** The Chairperson reiterated the roles and responsibilities assigned to each committee member, including the Chairperson's leadership, convening meetings, and coordinating with relevant departments and authorities.

c. **Committee Dynamics:** The members discussed the effectiveness of communication, collaboration, and decision-making within the committee. Suggestions were made to enhance transparency, streamline processes, and encourage active participation from all members.

#### Evaluation of Committee Activities:

The committee evaluated the activities and initiatives undertaken by the Anti-Ragging Committee in the previous year. The following aspects were discussed:

a. **Prevention Efforts:** The Chairperson reviewed the preventive measures implemented, such as awareness campaigns, workshops, orientation programs, and counseling services. The effectiveness of these initiatives in creating awareness and deterring ragging incidents was assessed.

b. **Reporting Mechanisms:** The committee reviewed the process and accessibility of reporting incidents of ragging. They discussed the confidentiality and anonymity aspects to ensure a safe and secure reporting environment for victims and witnesses.

c. **Investigation and Disciplinary Actions:** The Chairperson provided an overview of the investigations conducted and the disciplinary actions taken against individuals involved in ragging incidents. The committee discussed the efficiency of the investigation process, fair judgment, and the implementation of appropriate penalties.

#### Feedback and Suggestions:

The committee members shared their feedback and suggestions for improving the functioning of the Anti-Ragging Committee. The following points were highlighted:

a. **Strengthening Preventive Measures:** The committee discussed the need for continuous awareness programs, workshops, and regular orientation sessions for new students and employees. They emphasized the importance of promoting a culture of respect, inclusivity, and zero tolerance for ragging.

b. **Collaboration and Networking:** The members suggested strengthening collaborations with other institutions, organizations, and local authorities to share best practices, resources, and support in tackling ragging incidents. They also proposed fostering partnerships with student organizations and clubs to actively engage the student community in anti-ragging efforts.

c. **Training and Capacity Building:** The committee discussed the importance of providing training and capacity building opportunities for the committee members to enhance their knowledge and skills in addressing ragging effectively. They recommended organizing workshops, inviting expert speakers, and facilitating skill-sharing sessions.

#### Action Plan and Next Steps:

Based on the discussions, the Chairperson outlined an action plan and next steps to improve the Anti-Ragging Committee's functioning:

- a. The Chairperson assigned specific tasks and responsibilities to committee members to address the identified areas for improvement, including enhancing preventive measures, streamlining reporting mechanisms, and strengthening investigation processes.
- b. A timeline was set for the completion of the assigned tasks, with periodic progress updates to be shared among the committee members.
- c. The Chairperson emphasized the importance of regular meetings and open communication among the committee members to foster collaboration and address any challenges encountered.

**Conclusion:**

The Chairperson thanked all the members for their active participation and valuable insights during the review. They expressed confidence in the committee's ability to make necessary improvements and create a safer and more inclusive environment within the organization.



[Signature of the Chairperson] **PRINCIPAL**  
**BHARTIYA INSTT. OF ENGG. & TECH.**  
**SIKAR**

**Note:** These minutes will be reviewed, edited, and approved by the Chairperson before distribution to the committee members.