



## ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

Accredited with 'B' Grade by NAAC

AISHE-C-42763

ISO-9001:2015

Phone: 08986638271/08987890754 Email: [sxcm DANR@gmail.com](mailto:sxcm DANR@gmail.com) website: [www.sxcm.co.in](http://www.sxcm.co.in)

Date: 23/04/23

### NOTICE

### INTERNAL COMPLAINT CELL

Date-25/04/2023

Time – 3:00 p.m.

Venue- Meeting Room

#### AGENDA:

- Discussion on the latest grievances of different stakeholders
- Responses received from the suggestion box

Coordinator

Chairperson

Principal  
St.Xavier's College  
Mahuadanr



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## MINUTES OF THE INTERNAL COMPLAINT CELL FOURTH MEETING

**Date-**25/04/2023

**Time** – 3:00 p.m.

**Venue-** Meeting Room

The minutes of the last meeting held on 30/01/2023 were read and approved.

Meeting Notice: (Annexure-1)

### Members-

Fr. M.K. Jose (Principal)

Asst. Prof Manisha Baxla

Asst. Prof Rose Alice Barla

Asst. Prof Keerti Minj

Asst. Prof Rajeev Kumar Mahto

Asst. Prof Avay Sukut Dungdung

Asst. Prof Ronit Marcel Xess

Chairperson

Coordinator

Member

Member

Member

Member

Member

### Students:

Petrus Aind Sem-1 Account

Sushmita Lugun Sem-1 English

Member

Member

### Agenda:

- Minutes of the last meeting.
- Discussion on the latest grievances of different stakeholders
- Responses received from the suggestion box

### Point of discussion:

The following points were discussed and decisions were taken in the meeting

1. Minutes of last meeting was discussed and confirmed
2. Suggestion for Strengthening Innovation and IPR activities





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3. Many parents suggested that besides the regular teaching learning process, students should be given some exposure to real world problems

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Chairperson

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### ACTION TAKEN REPORT OF THE MEETING HELD ON 25/04/2023

1. Students were strongly encouraged to actively participate in extension activities programs alongside their regular curriculum. These extension activities provide students with invaluable opportunities to experience and understand real-life situations in the world beyond the classroom.

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Date: 25/01/23

### NOTICE

### INTERNAL COMPLAINT CELL

Date-30/01/2023

Time - 2:30 p.m.

Venue- Meeting Room

#### AGENDA:

- Discussion on the latest grievances of different stakeholders
- Responses received from the suggestion box

Coordinator

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### MINUTES OF THE INTERNAL COMPLAINT CELL THIRD MEETING

**Date-**30/01/2023

**Time -** 2:30 p.m.

**Venue-** Meeting Room

The minutes of the last meeting held on 20/10/2022 were read and approved.

Meeting Notice: (Annexure-1)

#### Members-

Fr. M.K. Jose (Principal)

Asst. Prof Manisha Baxla

Asst. Prof Rose Alice Barla

Asst. Prof Keerti Minj

Asst. Prof Rajeev Kumar Mahto

Asst. Prof Avay Sukut Dungdung

Asst. Prof Ronit Marcel Xess

Chairperson

Coordinator

Member

Member

Member

Member

Member

#### Students:

Petrus Aind Sem-1 Account

Sushmita Lugun Sem-1 English

Member

Member

#### Agenda:

- Minutes of the last meeting.
- Discussion on the latest grievances of different stakeholders
- Responses received from the suggestion box

#### Point of discussion:

The following points were discussed and decisions were taken in the meeting

1. Minutes of last meeting was discussed and confirmed
2. Suggested need for up gradation of Sports and Gym facility





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3. Suggestion for addition for new certificate courses

The meeting was concluded at 3:05 pm

  
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### ACTION TAKEN REPORT OF THE MEETING HELD ON 30/01/2023

1. The Sports committee coordinator prepared a list of requirements in order to upgrade the Sports and Gym Facilities for the tremendous benefit of students.
2. This upgrade enhanced the quality of sports and gym activities while promoting health and fitness. The necessary materials were then purchased
3. New certificate courses have been introduced along with existing certificate courses to update and enable the students to gain technical skills, fulfill job-related duties, and build essential transferable competencies such as critical thinking and decision-making.

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Date: 17/10/2022

### NOTICE

#### INTERNAL COMPLAINT CELL

Date-20/10/2022

Time – 3:00 p.m.

Venue- Meeting Room

#### AGENDA:

- Discussion on the latest grievances of different stakeholders
- Responses received from the suggestion box

Coordinator

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### MINUTES OF THE INTERNAL COMPLAINT CELL SECOND MEETING

**Date-**20/10/2022

**Time** – 3:00 p.m.

**Venue-** Meeting Room

The minutes of the last meeting held on 27/07/2022 were read and approved.

Meeting Notice: (Annexure-1)

#### Members-

Fr. M.K. Jose (Principal)

Asst. Prof Manisha Baxla

Asst. Prof Rose Alice Barla

Asst. Prof Keerti Minj

Asst. Prof Rajeev Kumar Mahto

Asst. Prof Avay Sukut Dungdung

Asst. Prof Ronit Marcel Xess

#### Students:

Petrus Aind Sem-1 Account

Sushmita Lugun Sem-1 English

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

#### Agenda:

- Minutes of the last meeting.
- Discussion on the latest grievances of different stakeholders
- Responses received from the suggestion box

#### Point of discussion:

The following points were discussed and decisions were taken in the meeting:

1. Minutes of last meeting was discussed and confirmed





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2. Suggestion for organizing training sessions regarding the implementation of New Education Policy 2020
3. More recreational and team building events were suggested

The meeting was concluded at 3:45 pm

  
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**Chairperson**

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### ACTION TAKEN REPORT OF THE MEETING HELD ON 20/10/2022

1. Training sessions was organized regarding the implementation of the New Education Policy 2020.
2. The Departments have been encouraged to include more trips and excursions in their curriculum transaction so as to make teaching- learning an engaging process. Each department organizes extension, study tours, picnics reach out activities every year.

  
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Date: 25/07/2022

### NOTICE

#### INTERNAL COMPLAINT CELL

Date-27/07/2022

Time - 2:30 p.m.

Venue- Meeting Room

#### AGENDA:

- Discussion on the latest grievances of different stakeholders
- Responses received from the suggestion box

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### MINUTES OF THE INTERNAL COMPLAINT CELL FIRST MEETING

**Date-**27/07/2022

**Time -** 2:30 p.m.

**Venue-** Meeting Room

The minutes of the last meeting held on 8/04/2022 were read and approved.

Meeting Notice: (Annexure-1)

#### Members-

Fr. M.K. Jose (Principal)

Asst. Prof Manisha Baxla

Asst. Prof Rose Alice Barla

Asst. Prof Keerti Minj

Asst. Prof Rajeev Kumar Mahto

Asst. Prof Avay Sukut Dungdung

Asst. Prof Ronit Marcel Xess

Chairperson

Coordinator

Member

Member

Member

Member

Member

#### Students:

Petrus Aind Sem-1 Account

Sushmita Lugun Sem-1 English

Member

Member

#### Agenda:

- Minutes of the last meeting.
- Discussion on the latest grievances of different stakeholders
- Responses received from the suggestion box

#### Point of discussion:

The following points were discussed and decisions were taken in the meeting:

1. Minutes of last meeting was discussed and confirmed
2. Request for the availability of online resources for teaching





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The meeting was concluded at 3:05 p.m.

**Coordinator**

**Chairperson**

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### ACTION TAKEN REPORT OF THE MEETING HELD ON 27/07/2022

1. During the lockdown, all soft copy materials of teaching notes were collected and printed in the college office for students' reference in the future. As per NPU requirements, all the links of online teaching materials were sent to the University WhatsApp group, which was well appreciated by the Vice-Chancellor of the University.

  
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Date: 4/04/22

### NOTICE

#### INTERNAL COMPLAINT CELL

Date: 8/04/2022

Time: 11:30 a.m.

Venue: ICT Room

#### AGENDA:

- Canteen facility.
- Report and discussion on the committee progression and action taken

Coordinator

Chairperson

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### MINUTES OF THE INTERNAL COMPLAINT CELL FOURTH MEETING

**Date:** 8/04/2022

**Time:** 11:30 a.m.

**Venue:** ICT Room

The minutes of the last meeting held on 15 /12/2021 were read and approved.

Meeting Notice: (Annexure-1)

#### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Dr. Vibha Alpna Kujur

Asst. Prof Fr. Simon Murmu SJ

Asst. Prof Mukul Toppo

Chairperson

Coordinator

Member

Member

Member

Member

Member

#### Students:

Ankit Toppo Sem-5 Botany

Neha Kumari Sem-3 Accounts

Member Ankit Toppo

Member Neha Kumari

#### Agenda:

- Minutes of the last meeting
- Canteen facility.
- Report and discussion on the committee progression and action taken





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### Point of Discussion:

The following points were discussed and decisions were taken in the meeting:

1. Minutes of the last meeting was discussed and confirmed.
2. The canteen facility will be established in the campus.

The meeting was concluded at 12:30 p.m.

**Coordinator**

**Chairperson**

*Principal*  
**St. Xavier's College  
Mahuadanr**



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### ACTION TAKEN REPORT OF THE MEETING HELD ON 8/04/2022

1. The decision has been made to establish a canteen facility within the campus. This will provide students and staff with a convenient and accessible place to purchase food and refreshments, enhancing the overall campus experience.

**Coordinator**

**Chairperson**

*Principal*  
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Date: 13/12/2021

### NOTICE

#### INTERNAL COMPLAINT CELL

Date: 15 /12/2021

Time: 2:00 a.m.

Venue: ICT Room

#### AGENDA:

- Discussion of Grievances recorded.
- Request for sanitary napkins and hand wash in the for girl common room.

Coordinator

Chairperson

Principal  
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Mahuadanr



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### MINUTES OF THE INTERNAL COMPLAINT CELL THIRD MEETING

**Date:** 15 /12/2021

**Time:** 2:00 p.m.

**Venue:** ICT Room

The minutes of the last meeting held on 27/09/2021 were read and approved.

Meeting Notice: (Annexure-1)

#### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Dr. Vibha Alpna Kujur

Asst. Prof Fr. Simon Murmu SJ

Asst. Prof Mukul Toppo

Chairperson

Coordinator

Member

Member

Member

Member

Member

#### Students:

Ankit Toppo Sem-5 Botany

Neha Kumari Sem-3 Accounts

Member Ankit Toppo

Member Neha Kumari

#### Agenda:

- Minutes of the last meeting.
- Discussion of Grievances recorded.
- Request for sanitary napkins and hand wash in the for girl common room.



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### Point of Discussion:

The following points were discussed and decisions were taken in the meeting:

1. Minutes of the last meeting was discussed and confirmed.
2. There has been a request from girl students for sanitary napkins and hand wash should be available in the girl's common room regularly.

The meeting was concluded at 1:45 am.

**Coordinator**

**Chairperson**  
*Principal*  
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### ACTION TAKEN REPORT OF THE MEETING HELD ON 15 /12/2021

1. In response to the request from girl students, the college administration has taken action to ensure the regular availability of sanitary napkins and hand wash in the girl's common room. This initiative aims to address the hygiene and sanitary needs of female students and provide them with essential facilities for their convenience and well-being.

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Chairperson

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Date: 23<sup>rd</sup> September 2021

### NOTICE

### INTERNAL COMPLAINT CELL

Date: 27/09/2021

Time: 2:30 p.m.

Venue: ICT Room

#### AGENDA:

- Review on the previous grievances registered.
- Discussion on the latest grievances of the students.

Coordinator

Chairperson

Principal  
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### MINUTES OF THE INTERNAL COMPLAINT CELL SECOND MEETING

**Date:** 27/09/2021

**Time:** 2:30 p.m.

**Venue:** ICT Room

The minutes of the last meeting held on 29/7/2021 were read and approved.

Meeting Notice: (Annexure-1)

#### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Dr. Vibha Alpna Kujur

Asst. Prof Fr. Simon Murmu SJ

Asst. Prof Mukul Toppo

Chairperson

Coordinator

Member

Member

Member

Member

Member

#### Students:

Ankit Toppo Sem-5 Botany

Neha Kumari Sem-3 Accounts

Member Ankit Toppo

Member Neha Kumari

#### Agenda:

- Minutes of the last meeting.
- Review on the previous grievances registered.
- Discussion on the latest grievances of the students.
- Library should be updated with collection of new books.



## ST. XAVIER'S COLLEGE MAHUADANR

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### Point of Discussion:

The following points were discussed and decisions were taken in the meeting:

1. Minutes of the last meeting was discussed and confirmed.
2. The grievance of the students regarding maintenance of classroom facility such as electricity supplier, shortage of water in the washrooms will be fixed already.
3. The new grievance that was found was related to the issue of library books. The students requested to do allow taking the library books by selecting themselves.
4. The other grievance was again about the updation of library and addition of more number of books

The meeting was concluded at 3:30pm.

Coordinator

Chairperson

*Principal*  
St. Xavier's College  
Mahuadanr



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### ACTION TAKEN REPORT OF THE MEETING HELD ON 27/09/2021

1. In the past, the college addressed the grievances of students concerning the maintenance of classroom facilities, including issues with electricity supply and water shortage in the washrooms. These problems were already resolved.
2. A new grievance related to library books was identified. Students requested the ability to select books themselves rather than having them assigned. This concern was noted and addressed by the college.
3. Another grievance was raised concerning the library. Students expressed a desire for the library to be updated and expanded with the addition of more books. The college took note of this request as well, and appropriate actions were taken to enhance the library's collection.

Coordinator

Chairperson

*Principal*  
St. Xavier's College  
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Date: 26<sup>th</sup> July 2021

### NOTICE

#### INTERNAL COMPLAINT CELL

Date-29/7/2021

Time - 2:30 p.m.

Venue- Meeting Room

#### AGENDA:

- Maintenance of classroom and other college basic infrastructure.
- Responses received from the Suggestions Box

Coordinator

Chairperson  
Principal  
St.Xavier's College  
Mahuadanr



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### MINUTES OF THE INTERNAL COMPLAINT CELL FIRST MEETING

**Date-**29/7/2021

**Time** - 2:30 p.m.

**Venue-** ICT Room

The minutes of the last meeting held on 13/3/2021 were read and approved.

Meeting Notice: (Annexure-1)

#### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Dr. Vibha Alpna Kujur

Asst. Prof Fr. Simon Murmu SJ

Asst. Prof Mukul Toppo

Students:

Ankit Toppo Sem-5 Botany

Neha Kumari Sem-3 Accounts

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member Ankit Toppo

Member Neha Kumari

#### Agenda:

The agenda for the meeting is as follows:

- Minutes of the last meeting.
- Maintenance of classroom and other college basic infrastructure.
- Responses received from the Suggestions Box



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### Point of Discussion:

The following points were discussed and decisions were taken in the meeting:

- I. The last meeting minutes of Grievance Redressal/ Feedback Cell were discussed and confirmed.
2. Coordinator Asst. Prof. Zafar expressed about the students' request for regular maintenance of classroom infrastructure, shortage of water in the washrooms and improper lighting in some of the classrooms.
3. The Coordinator was responsible for opening the Suggestion Box on a regular basis And bringing the responses to the attention of the Principal and the Grievance

The meeting was concluded at 3:30pm.

**Coordinator**

**Chairperson**

*Principal*  
**St. Xavier's College**  
**Mahuadanr**



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### ACTION TAKEN REPORT OF THE MEETING HELD ON 29/7/2021

1. In the past, Assistant Professor Zafar, who served as the coordinator, conveyed the students' requests and concerns to the college administration. These concerns included the need for regular maintenance of classroom infrastructure, addressing the issue of water shortage in the washrooms, and improving the lighting in certain classrooms.
2. The Coordinator had the responsibility of regularly opening the Suggestion Box and bringing the responses to the attention of the Principal and the Grievance Committee in the past. This process ensured that student feedback and suggestions were appropriately considered and addressed by the college administration.

Coordinator

Chairperson

*Principal*  
St. Xavier's College  
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Date: 10<sup>th</sup> March 2021

### NOTICE

#### INTERNAL COMPLAINT CELL

Date-13/3/2021

Time - 2:30 p.m

Venue- Zoom Meet

#### AGENDA:

- Minutes of the last meeting.
- Discussion on grievance/feedback from students.

Coordinator

Chairperson

Principal  
St.Xavier's College  
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### MINUTES OF THE INTERNAL COMPLAINT CELL FOURTH MEETING

**Date-**13/3/2021

**Time -** 2:30 p.m.

**Venue -** Meeting Room

The minutes of the last meeting held on 15/12/2020 were read and approved.

Meeting Notice: (Annexure-1)

#### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Dr. Vibha Alpna Kujur

Asst. Prof Fr. Simon Murmu SJ

Asst. Prof Mukul Toppo

Chairperson

Coordinator

Member

Member Neela Purnima Tirkey

Member Vibha A. Kujur

Member

Member Mukul Toppo

#### Students:

Chandan Prasad Sem-5 Account

Alpna Ekka Sem-3 Physics

Member Chandan Prasad

Member Alpna Ekka

#### Agenda:

- Minutes of the last meeting.
- Discussion on grievance/feedback from students.

#### Point of discussion:

1. The chairperson began this meeting by explaining the agenda He also reminded the members about the last meeting's resolutions.



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2. After the lockdown, the committee had got various grievances, suggestions and feedbacks from students/parents in the suggestion box. Most grievances and suggestions were related to canteen facilities, college picnic, cycle stand expansion; water filters and sports period in a week. Some suggestions were also received about civil dress for one day in a week, separate wash basin, cleaning of water tank, mirror in the common room etc. Offline classes were started in the college for the students especially for deprived students from the first week of February 2021. It was a joyful sight that the students were expressing their gratitude to the college administration and professors for making these special arrangements for their studies.
3. The students expressed their desire to have department wise educational tours and picnic. They also expressed that it is time to have annual sports and games which they missed out last year due to lock down. Therefore the committee has decided to conduct the annual sports and games as well as organizing department wise educational tours and picnics, since there was nothing more to be discussed the meeting got over by 03.30 pm.

The meeting was concluded at 2:30 p.m.

Coordinator

Chairperson

Principal  
St. Xavier's College  
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### ACTION TAKEN REPORT OF THE MEETING HELD ON 13/3/2021

1. After the lockdown, the committee received various grievances, suggestions, and feedback from students and parents through the suggestion box. Most of these were related to canteen facilities, organizing a college picnic, expanding the cycle stand, improving water filters, and having a sports period once a week. Additionally, there were suggestions for allowing casual dress for one day a week, providing a separate wash basin, cleaning the water tank, and installing mirrors in the common room. Offline classes for students, especially those who were deprived, started in the college from the first week of February 2021. Students expressed their gratitude to the college administration and professors for these special arrangements for their studies, creating a joyful atmosphere.
2. Students expressed their desire to have department-wise educational tours and picnics. They also wanted to participate in manual sports and games, which they had missed out on the previous year due to the lockdown. As a result, the committee decided to conduct annual sports and games and organize department-wise educational tours and picnics.

Coordinator

Chairperson

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Date: 9<sup>th</sup> December 2020

### NOTICE

#### INTERNAL COMPLAINT CELL

Date-15/12/2020

Time - 2:30 p.m

Venue- Zoom Meet

#### AGENDA:

- Review of last meeting resolutions.
- Discussion on grievance/feedback from students.

Coordinator

Chairperson

Principal  
St.Xavier's College  
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### MINUTES OF THE INTERNAL COMPLAINT CELL THIRD MEETING

**Date-**15/12/2020

**Time -** 2:30 p.m.

**Venue -**Zoom App

The minutes of the last meeting held on 20/9/2020 were read and approved.

Meeting Notice: (Annexure-1)

#### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Dr. Vibha Alpna Kujur

Asst. Prof Fr. Simon Murmu SJ

Asst. Prof Mukul Toppo

Chairperson

Coordinator

Member

Member

Member

Member

Member

#### Students:

Chandan Prasad Sem-5 Account

Alpna Ekka Sem-3 Physics

Member Chandan Prasad

Member Alpna EKKa

#### Agenda:

- Minutes of the last meeting.
- Review of last meeting resolutions.
- Discussion on grievance/feedback from students.

#### Point of discussion:

1. The minutes of the last meeting were read and approved.





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2. As per the action taken or decision taken the professors of all the departments made an all out effort to reach out to the students through phones/WhatsApp groups, e-mails etc. The outcome was very positive. Direct contacts were established with majority of students through phones, e-mails and WhatsApp. Students expressed their satisfaction of receiving class notes regularly.
3. There are still at least 30% of the students who have no access of online learning. Therefore it was decided that since this area is not badly affected by covid-19 the college Administration will approach the Sub Divisional Officer for his consent to start special classes for such students in the college.

The meeting concluded at 03.40 pm.

Coordinator

Chairperson

Principal  
St. Xavier's College  
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### ACTION TAKEN REPORT OF THE MEETING HELD ON 15/12/2020

1. Following the action and decision taken, professors from all departments made concerted efforts to reach out to students through various means such as phone calls, WhatsApp groups, and emails. The results were highly positive, with direct communication established with a majority of students via phones, emails, and WhatsApp. Students expressed their satisfaction with receiving class notes regularly
2. Recognizing that approximately 30% of students still lacked access to online learning, it was decided to take action. Given that this area was not severely affected by the Covid-19 pandemic, the college administration approached the Sub divisional Officer for consent to commence special classes for these students within the college.

Coordinator

Chairperson

Principal  
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Date: 15<sup>th</sup> September 2020

### NOTICE

#### INTERNAL COMPLAINT CELL

Date-20/9/2020

Time - 2:30 p.m.

Venue- Zoom Meet

#### AGENDA:

- New grievance
- Online teaching and learning

Coordinator

Chairperson

*Principal*  
St.Xavier's College  
Mahuadanr



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### MINUTES OF THE INTERNAL COMPLAINT CELL SECOND MEETING

**Date:** 20/9/2020

**Time:** 2:30 p.m.

**Venue:** Zoom app.

The minutes of the last meeting held on 10/7/2020 were read and approved.

Meeting Notice: (Annexure-1)

#### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Dr. Vibha Alpna Kujur

Asst. Prof Fr. Simon Murmu SJ

Asst. Prof Mukul Toppo

Chairperson

Coordinator

Member

Member

Member

Member

Member

#### Students:

Chandan Prasad Sem-5 Account

Alpna Ekka Sem-3 Physics

Member

Member

#### Agenda:

- New grievance
- Online teaching and learning

#### Point of discussion:

- I. The minutes of the last meeting were read and approved.



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2. Follow up of the last meeting. The work of putting up a bore well and a water tank with connecting pipe was already started. It will be completed within one month's time.
3. The new grievance that was found was about running water facility outside the college building that is being addressed. The other grievance was about improving the canteen facility which will be addressed within a fortnight.
4. Network is a major issue that prevents the online teaching and learning. Many students have made this grievance through WhatsApp messages. It was decided that we will continue online teaching. The professors will continue to post class notes and will be made available to every student either directly or through some of their friends who have smart phones and network facilities.

The meeting was concluded at 03.30 pm.

**Coordinator**

**Chairperson**

For  
St. Xavier's College  
Mahuadanr





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### ACTION TAKEN REPORT OF THE MEETING HELD ON 20/9/2020

1. In the follow-up of the last meeting, the work of installing a bore well and a water tank with connecting pipes had already commenced. It was completed within one month's time as previously discussed.
2. In response to new grievances, it was found that there were concerns about the availability of running water outside the college building. These concerns were addressed. Additionally, another grievance related to improving the canteen facility was acknowledged, and steps were taken to address it, with improvements expected within a fortnight.
3. Network issues were recognized as a significant obstacle to online teaching and learning. Many students had conveyed this grievance through WhatsApp messages. Despite the challenges, it was decided to continue with online teaching. Professors were committed to posting class notes and ensuring that these materials were made available to every student, either directly or through peers who had smart phones and access to network facilities.

Coordinator

Chairperson

Principal  
St.Xavier's College  
Mahuadanr



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Date: 7<sup>th</sup> July 2020

### NOTICE

#### INTERNAL COMPLAINT CELL

Date-10/7/2020

Time - 2:30 p.m.

Venue- Zoom Meet

#### AGENDA:

- Review of the cell progression.
- Making an online portal for receiving grievance/feedbacks from the students.

Coordinator

Chairperson

Principal  
St.Xavier's College  
Mahuadanr



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## MINUTES OF THE INTERNAL COMPLAINT CELL FIRST MEETING

**Date:** 10/7/2020

**Time:** 2:30 p.m.

**Venue:** Zoom App

The minutes of the last meeting held on 17/02/2020 were read and approved.

Meeting Notice: (Annexure-1)

### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Dr. Vibha Alpna Kujur

Asst. Prof Fr. Simon Murmu SJ

Asst. Prof Mukul Toppo

Chairperson

Coordinator

Member

Member

Member

Member

Member

### Students:

Chandan Prasad Sem-5 Account

Alpna Ekka Sem-3 Physics

Member

Member

### Agenda:

- Minutes of the last meeting.
- Review of the cell progression.
- Making an online portal for receiving grievance/feedbacks from the students.

### Point of discussion:

1. The grievance of the students for drinking water facility was addressed. Drinking water as well as water for common use will be made available soon by digging a



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bore well just outside the college building. A tank will be fixed and water will be made available for 24 hours.

2. It was decided that an online portal will be created to address the grievances of the students during lock down period. Their grievances for personal counseling will be addressed. Personal counselling will be arranged to accompany the students during lockdown period caused by Covid-19 pandemic.

The meeting was concluded at 03.30 pm

**Coordinator**

**Chairperson**

*Principal*  
St.Xavier's College  
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### ACTION TAKEN REPORT OF THE MEETING HELD ON 10/7/2020

1. In the past, the college addressed the grievance of students regarding the drinking water facility. Drinking water, as well as water for common use, was made available by digging a bore well just outside the college building. A tank was fixed, and water was made available 24 hours a day.
2. It was decided in the past to create an online portal to address students' grievances during the lockdown period. The portal was established to provide support, including personal counseling, to students during the lockdown caused by the Covid-19 pandemic. This initiative aimed to assist students in coping with the challenges brought about by the pandemic and its associated restrictions.

Coordinator

Chairperson

Principal  
St. Xavier's College  
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Date: 13<sup>th</sup> February 2020

### NOTICE

### INTERNAL COMPLAINT CELL

Date-17/02/2020

Time - 2:30 p.m.

Venue- Meeting Room

#### AGENDA:

- Discussion on the latest grievances of different stakeholders
- Responses received from the suggestion box

**Coordinator**

**Chairperson**

*Principal*  
St.Xavier's College  
Mahuadanr



## ST. XAVIER'S COLLEGE MAHUADANR

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### MINUTES OF THE INTERNAL COMPLAINT CELL THIRD MEETING

**Date:** 17/02/2020

**Time:** 2:30 p.m.

**Venue:** Meeting Room

The minutes of the last meeting held on 20/11/2019 were read and approved.

Meeting Notice: (Annexure-1)

#### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Dr. Vibha Alpna Kujur

Asst. Prof Binoy Anthony Minz

Asst. Prof Mukul Toppo

Chairperson

Coordinator

Member

Member

Member

Member

Member

#### Students:

Najni Parween Sem-5 Maths

Asmita Ekka Sem-3 Geography

Member

Member

#### Agenda:

- Minutes of the last meeting.
- Discussion on the latest grievances of different stakeholders
- Responses received from the suggestion box

#### Point of discussion:

The following points were discussed and decisions were taken in the meeting



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1. Minutes of last meeting was discussed and confirmed
2. Irregularity of Canteen Service
3. Abusive language used by few students

The meeting was concluded at 3:05 pm

Coordinator

Chairperson

For  
St. Xavier's College  
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### ACTION TAKEN REPORT OF THE MEETING HELD ON 17/02/2020

1. A meeting was called by the ICC Coordinator, Asst. Prof. Zafar Iqbal. The Principal called the parents of the students and informed them in front of their wards. The students were directed to the Personal Counseling Coordinator for further guidance.

Coordinator

Chairperson

*Principal*  
St. Xavier's College  
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Date: 15<sup>th</sup> November 2019

### NOTICE

### INTERNAL COMPLAINT CELL

Date-20/11/2019

Time -3:00 p.m.

Venue- Meeting Room

#### AGENDA:

- Discussion on the latest grievances of different stakeholders
- Responses received from the suggestion box

**Coordinator**

**Chairperson**

*Principal*  
**St. Xavier's College**  
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### MINUTES OF THE INTERNAL COMPLAINT CELL SECOND MEETING

**Date:** 20/11/2019

**Time:** 3:00 pm

**Venue:** Meeting Room

The minutes of the last meeting held on 11/07/2019 were read and approved.

Meeting Notice: (Annexure-1)

#### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Dr. Vibha Alpna Kujur

Asst. Prof Binoy Anthony Minz

Asst. Prof Mukul Toppo

Chairperson

Coordinator

Member

Member

Member

Member

Member

#### Students:

Najni Parween Sem-5 Maths

Asmita Ekka Sem-3 Geography

Member

Member

#### Agenda:

- Minutes of the last meeting.
- Discussion on the latest grievances of different stakeholders
- Responses received from the suggestion box

#### Point of discussion:

The following points were discussed and decisions were taken in the meeting:

1. Minutes of last meeting was discussed and confirmed
2. Suggestion to encourage Computer training facility for the students



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The meeting was concluded at 3:45 pm

**Coordinator**

**Chairperson**  
*Principal*  
**St.Xavier's College**  
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### ACTION TAKEN REPORT OF THE MEETING HELD ON 20/11/2019

1. Basic computer training was given to the students by Mr. Ravindra Minj, Mr. Binod Xalxo, and Mrs. Dipika Kujur.

Coordinator

Chairperson

Principal  
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Date: 8<sup>th</sup> July 2019

### NOTICE

#### INTERNAL COMPLAINT CELL

Date-11/07/2019

Time - 2:30 p.m.

Venue- Meeting Room

#### AGENDA:

- Discussion on the latest grievances of different stakeholders
- Irregularity of canteen services

Coordinator

Chairperson

Principal  
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## MINUTES OF THE INTERNAL COMPLAINT CELL FIRST MEETING

**Date:** 11/07/2019

**Time:** 2:30 p.m.

**Venue:** Meeting Room

The minutes of the last meeting held on 08-01-2019 were read and approved.

Meeting Notice: (Annexure-1)

### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Turkey

Asst. Prof Dr. Vibha Alpna Kujur

Asst. Prof Binoy Anthony Minz

Asst. Prof Mukul Toppo

Chairperson

Coordinator

Member

Member Neela Purnima Turkey

Member Vibha A. Kujur

Member Binoy

Member Mukul toppo

### Students:

Najni Parween Sem-5 Maths

Asmita Ekka Sem-3 Geography

Member Najni Parween

Member Asmita Ekka

### Agenda:

- Minutes of the last meeting.
- Discussion on the latest grievances of different stakeholders
- Irregularity of canteen services

### Point of discussion:

1. Minutes of last meeting was discussed and confirmed
2. Suggestion for career counseling
3. Concern regarding the library books





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The meeting was concluded at 3:05 pm

**Coordinator**

**Chairperson**

Principal  
St. Xavier's College  
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### ACTION TAKEN REPORT OF THE MEETING HELD ON 11/07/2019

1. It was decided to explore the implementation of career counseling services, potentially offering guidance and support to students in making informed career decisions.
2. The Heads of Departments (HODs) of all the departments have listed the required textbooks. This list was presented to the Principal, and as a result, the Administration has purchased the necessary textbooks. Additionally, the faculties have been informed to purchase the required books individually, and they are requested to submit the bills to the college treasurer for reimbursement.

Coordinator

Chairperson

Principal  
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Date: 4<sup>th</sup> September 2019

### NOTICE

### INTERNAL COMPLAINT CELL

Date: 08-01-2019

Time: 11 a.m.

Venue: Faculty Room

#### AGENDA:

- Discussion on feedback forms.
- Discussion on grievances received.

Coordinator

Chairperson

*Principal*  
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### MINUTES OF THE INTERNAL COMPLAINT CELL THIRD MEETING

Date: 08-01-2019

Time: 11 a.m.

Venue Faculty room

The minutes of the last meeting held on 26-09-2018 were read and approved.

Meeting Notice: (Annexure-I)

#### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Binoy Anthony Minz

Asst. Prof Dr. Anil Kumar Tete

Asst. Prof Dr. Vibha Alpna Kujur

#### Students:

Ashish Kujur Part-III Hindi

Arpan Kujur Part-II Physics

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

Neela Purnima Tirkey

Anil K. Tete

Vibha A. Kujur

Ashish Kujur

Arpan Kujur

#### Agenda:

- Action taken report
- Discussion on feedback forms.
- Discussion on grievances received.



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### Point of discussion:

1. The coordinator welcomed the members and presented today's agenda. He read out the issues that are resolved. Thereafter, a committee member led the discussion on complaints and feedbacks received from grievance box. Members suggested that there should be a slight structural change in all the feedback forms so that keeping records will be easy. Changes were made.
2. During break hours, office must be open for the students.
3. Constant power supply should be maintained.
4. The college will keep upgrading the library.
5. Concerns regarding time table will be taken to the time table committee.
6. All other issues will be conveyed to the concerning authorities.

The meeting was concluded at 12: 15p.m.

Coordinator

Chairperson

Principal  
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### ACTION TAKEN REPORT OF THE MEETING HELD ON 08-01-2019

1. In the past, the college kept the office open for students during break hours. This allowed students to access administrative services and seek assistance when needed.
2. Constant power supply was maintained in the past. The college ensured uninterrupted electricity to support academic and administrative activities.
3. The college continuously upgraded the library in the past. This included acquiring new books, improving infrastructure, and enhancing digital resources to better serve the academic needs of students and faculty.
4. Concerns regarding the timetable were taken to the timetable committee in the past. This committee was responsible for addressing scheduling issues and ensuring an efficient and balanced timetable for students.
5. In the past, all other issues were conveyed to the relevant authorities. The college had established channels for reporting and addressing various concerns or problems that fell outside the scope of specific committees or departments.

Coordinator

Chairperson

Principal  
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Date: 24<sup>th</sup> September 2018

### NOTICE

#### INTERNAL COMPLAINT CELL

Date: 26-09-2018

Time: 11:00 a.m.

Venue: Faculty Room

#### AGENDA:

- Discussion on complaints and feedbacks received.
- Miscellaneous, if any.

Coordinator

Chairperson

*Principal*  
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### MINUTES OF THE INTERNAL COMPLAINT CELL SECOND MEETING

Date: 26-09-2018

Time: 11:00 a.m.

Venue: Faculty Room

The minutes of the last meeting held on 03-07-2018 were read and approved.

Meeting Notice: (Annexure-1)

#### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Binoy Anthony Minz

Asst. Prof Dr. Anil Kumar Tete

Asst. Prof Dr. Vibha Alpna Kujur

Chairperson

Coordinator

Member

Member

Member

Member

Member

#### Students:

Ashish Kujur Part-III Hindi

Arpan Kujur Part-II Physics

Member

Member

#### Agenda:

- Action taken report
- Discussion on complaints and feedbacks received.
- Miscellaneous, if any.

#### Point of discussion:

1. The coordinator welcomed all the present members and read out today's agenda. One of the committee members presented the action taken report. The report was appreciated by



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- all. It was said that immediate action in implementing College uniform is not practical. Thereafter, complaints/feedbacks from the grievance box was presented and discussed.
2. Students' concerns will be taken to the respective authorities.
  3. College dress code will be implemented after DP holidays so that students get sufficient time.
  4. Internet facility will be regularized.
  5. Water supply in the wash rooms will be regularly checked by the concerned person.

The meeting was concluded at 11:30a.m.

**Coordinator**

**Chairperson**  
*Principal*  
**St. Xavier's College**  
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### ACTION TAKEN REPORT OF THE MEETING HELD ON 26-09-2018

1. In the past, students' concerns were regularly taken to the respective authorities. The college ensured that a system was in place for students to voice their concerns, which were then addressed by the appropriate departments or individuals.
2. The college implemented the dress code after the DP holidays in the past. This allowed students sufficient time to become aware of and adhere to the dress code guidelines.
3. The internet facility was successfully regularized in the past. The college ensured that students had consistent and reliable access to the internet for their academic and research needs.
4. The college appointed a concerned person who regularly checked the water supply in the washrooms in the past. This measure was put in place to ensure that water availability and hygiene standards in the washrooms were maintained.

Coordinator

Chairperson

Principal  
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Date: 2<sup>nd</sup> July 2018

### NOTICE

#### INTERNAL COMPLAINT CELL

Date: 03-07-2018

Time: 11:00 a.m.

Venue: Faculty Room

#### AGENDA:

- Discussion on complaints and feedbacks received.
- Sharing new ideas and information.

Coordinator

Chairperson

Principal  
St. Xavier's College  
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### MINUTES OF THE INTERNAL COMPLAINT CELL FIRST MEETING

Date: 03-07-2018

Time: 11:00 a.m.

Venue: Faculty Room

#### Members:

Fr. M.K. Jose (Principal)

Asst. Prof Md. Zafar Aqubal

Asst. Prof Dr. Sanjay Bara

Asst. Prof Neela Purnima Tirkey

Asst. Prof Binoy Anthony Minz

Asst. Prof Dr. Anil Kumar Tete

Asst. Prof Dr. Vibha Alpna Kujur

#### Students:

Ashish Kujur Part-III Hindi

Arpan Kujur Part-II Physics

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

Neela Purnima Tirkey

Anil K. Tete

Vibha A. Kujur

Ashish Kujur

Arpan Kujur

#### Agenda:

- Discussion on complaints and feedbacks received.
- Sharing new ideas and information.

#### Point of discussion:

1. The Coordinator welcomed the members of the committee and began the session. He read out the complaints that were collected from the grievance box. Members found that most of the complaints and feedbacks are related to uniform, canteen, wash room, girl's health, computer teacher, and library etc. Thereafter Suggestions were short out by the members.
2. College uniform must be implemented from this academic year.



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3. Wash room maintenance will be regularly done by the help of administrative staff.
4. The canteen facility will be regularized.
5. Girl's health and hygiene will be taken care by the help of women cell.
6. A computer in-charge from faculty will be assigned.
7. Student concern regarding library will be conveyed to librarian.

The meeting was concluded at 11:40a.m.

**Coordinator**

**Chairperson**

*Principal*  
**St. Xavier's College**  
**Mahuadanr**



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### ACTION TAKEN REPORT OF THE MEETING HELD ON 03-07-2018

1. The college uniform was implemented from the beginning of the previous academic year. All students were expected to comply with the dress code guidelines outlined in the college handbook.
2. Regular washroom maintenance done
3. The canteen facility was successfully regularized in the past. It offered a wider variety of food options, and feedback from students was actively encouraged to make necessary improvements in the quality and variety of food.
4. A dedicated women's cell took care of girls' health and hygiene needs. This cell provided resources and support related to women's health issues and hygiene.
5. A faculty member was assigned as the computer in-charge. They oversaw computer facilities, assisted students with technical issues, and ensured that computer labs were well-maintained and up to date.
6. Student concerns regarding the library were regularly conveyed to the librarian. The librarian and the college administration took appropriate actions based on these concerns. This might have included acquiring specific books or resources, extending library hours, or improving facilities based on student feedback.

Coordinator

Chairperson

Principal  
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Date: 18<sup>th</sup> May 2023

### NOTICE

#### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 24<sup>th</sup> May 2023

Time: 1.30 P.M

Venue: Meeting Room

#### AGENDA

- Legal awareness program
- Feedback

*Pandulna*  
Coordinator

*[Signature]*  
Chairperson

Principal  
St. Xavier's College  
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## MINUTES OF THE ANTI SEXUAL HARASSMENT CELL FOURTH MEETING

**Date:** 24<sup>th</sup> May 2023

**Time:** 1.30 pm

**Venue:** Meeting Room

The minutes of the last meeting held on 24<sup>th</sup> February 2023 were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Reema Renu Kandulna  
Asst. Prof. Sr. Jolly K. Thomas  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Aalya Nadim  
Asst. Prof. Smita Tigga  
Asst. Prof. Khursid Alam  
Rinkee Kumari Sem-V Chemistry  
Ujjwal Kumar Toppo Sem-III Physics

Chairperson

Coordinator *Randulna*

Secretary *Jolly*

Member

Member

Member *Smita Tigga*

Member

Member *Rinkee Kumari*

Member *Ujjwal K. Toppo*

### Agenda:

- Legal awareness program
- Feedback

### Discussion:

1. A legal Awareness program to empower women with knowledge about their rights, legal protections and avenues for seeking justice will be organized.
2. A feedback regarding the activities of the cell will be collected from the stakeholders primarily from the students.

Meeting was concluded at 12:55 P.M.

*Randulna*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr



## ST. XAVIER'S COLLEGE MAHUADANR

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### ACTION TAKEN REPORT OF THE MEETING HELD ON 24<sup>TH</sup> MAY 2023

1. A legal Awareness program to empower women with knowledge about their rights, legal protections and avenues for seeking justice would be organized. The resource person will be Dr. Fr. M. K. Jose the Principal of the College.
2. Feedback was collected from the stakeholders regarding the activities of the cell.

*Randulma*  
Coordinator

Principal

Principal  
St. Xavier's College  
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Date: 16th February 2023

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 24<sup>th</sup> February 2023

Time: 1:30 P.M

Venue: Meeting Room

### AGENDA

- Empowerment Campaigns
- Women's day celebration.
- Video presentation of Self defense
- Program on mindfulness through Yoga

*Randulna*  
Coordinator

Chairperson

*Principal*  
St. Xavier's College  
Mahuadanr





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## MINUTES OF THE ANTI SEXUAL HARASSMENT CELL THIRD MEETING

**Date:** 24<sup>th</sup> February 2023

**Time:** 1:30 P.M.

**Venue:** Meeting Room

The minutes of the last meeting held on 30<sup>th</sup> November 2022 were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Reema Renu Kandulna  
Asst. Prof. Sr. Jolly K. Thomas  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Aalya Nadim  
Asst. Prof. Smita Tigga  
Asst. Prof. Khursid Alam  
Rinkee Kumari Sem-V Chemistry  
Ujjwal Kumar Toppo Sem-III Physics

Chairperson

Coordinator *Randulna*

Secretary *Jolly*

Member *Pyari*

Member *Aalya*

Member *Smita*

Member *Khursid*

Member *Rinkee Kumari*

Member *Ujjwal K. Toppo*

### Agenda:

- Empowerment Campaigns
- Women's day celebration.
- Video presentation of Self defense
- Program on mindfulness through Yoga

### Discussion:

1. Empowerment program will be conducted for the students to make students aware of women's rights, gender stereotypes and the importance of consent.
2. International Women's' day will be celebrated under the leadership of Asst. Prof. Dr. Pyari Kujur and Asst. Prof. Reema Renu Kandulna. A presentation highlighting the contribution of women towards society such as Astronaut Kalpana Chawla, Srimati Indira Gandhi, St. Mother Teresa etc.
3. The students will also be given tips about Self-Defence through a video presentation.
4. Program on mindfulness through Yoga will be conducted.

Meeting was concluded at 12:55 P.M.

*Randulna*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr





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### ACTION TAKEN REPORT OF THE MEETING HELD ON 24<sup>TH</sup> FEBRUARY 2023

1. Empowerment program was conducted for the students to make students aware of women's rights, gender stereotypes and the importance of consent.
2. International Women's' day was celebrated under the leadership of Asst. Prof. Dr. Pyari Kujur and Asst. Prof. Reema Renu Kandulna. A presentation highlighting the contribution of women towards society such as Astronaut Kalpana Chawla, Srimati Indira Gandhi, St. Mother Teresa was shown.
3. The students were given tips about Self-Defence through a video presentation.
4. Program on mindfulness through Yoga was conducted 10<sup>th</sup> March 2023.

*Kandulna*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr





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Date: 25th November 2022

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 30<sup>th</sup> November 2022

Time: 1.30 P.M

Venue: Meeting Room

#### AGENDA

- Program on Zero Tolerance to Sexual Harassment
- Counseling and Support Services
- Program on Domestic Violence in Chatakpur Village

*Randulna*  
Coordinator

Chairperson

Principal  
St.Xavier's College  
Mahuadanr



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## MINUTES OF THE ANTI SEXUAL HARASSMENT CELL SECOND MEETING

**Date:** 30<sup>th</sup> November 2022

**Time:** 1.30 P.M.

**Venue:** Meeting Room

The minutes of the last meeting held on 25<sup>th</sup> July 2022 were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Reema Renu Kandulna  
Asst. Prof. Sr. Jolly K. Thomas  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Aalya Nadim  
Asst. Prof. Smita Tigga  
Asst. Prof. Khursid Alam  
Rinkee Kumari Sem-V Chemistry  
Ujjwal Kumar Toppo Sem-III Physics

Chairperson

Coordinator *Randulna*

Secretary *S. Jolly*

Member *Pyari Kujur*

Member *Aalya Nadim*

Member *Smita Tigga*

Member *Khursid Alam*

Member *Rinkee Kumari*

Member *Ujjwal K. Toppo*

### Agenda:

- Program on Zero Tolerance to Sexual Harassment
- Counselling and Support Services
- Program on Domestic Violence in Chatakpur Village

### Discussion:

1. Role plays on Zero Tolerance to Sexual Harassment will be conducted for the students.
2. The members of the Anti-sexual harassment would be given a special training to provide counselling to students. The students who are faced with any sort of traumatic experience could approach the specially trained staff for help.
3. The members of the Anti sexual Harassment Team along with the Students' team will visit Chatakpur village in Mahuadanr block. The villagers will be addressed by the team and the condition of the domestic maids in the faraway places

Meeting was concluded at 12:55 P.M.

*Randulna*  
Coordinator

*S. Jolly*  
Principal  
St. Xavier's College  
Mahuadanr





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### ACTION TAKEN REPORT OF THE MEETING HELD ON 30<sup>TH</sup> NOVEMBER 2022

1. The members of the Anti sexual Harassment Team along with the Students' team visited visit Chatakpur village in Mahuadanr block on 6<sup>th</sup> December 2022 and interacted with the villagers explaining the condition of the domestic maids in the faraway places. The members asked the villagers to be connected with the girls who are employed in other states as domestic maids.
2. The role –play on Zero tolerance to Sexual Harassment was conducted on 7<sup>th</sup> January 2023 that enhanced the understanding of the students about different types of harassment that may be faced by them and the appropriate responses.
3. The members of the Anti-sexual harassment were given special training to provide counseling to students. Thereafter the students were helped by the staff.

*Randulma*  
Coordinator

  
Principal  
St. Xavier's College  
Mahuadanr



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Date: 20th July 2022

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 25<sup>th</sup> July 2022

Time: 1.30 P.M

Venue: Meeting Room

### AGENDA

- Introduction and welcoming of the new members.
  - To plan activities for the Academic year
  - Program on Defamatory Practices towards Girls
- Formation of a Team to assist the Committee

  
Coordinator

  
Chairperson

  
Principal  
St. Xavier's College





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## MINUTES OF THE ANTI SEXUAL HARASSMENT CELL FIRST MEETING

**Date:** 25<sup>th</sup> July 2022

**Time:** 1:30 P.M.

**Venue:** Meeting Room

The minutes of the last meeting held on 7<sup>th</sup> May 2022 were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Reema Renu Kandulna  
Asst. Prof. Sr. Jolly K. Thomas  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Aalya Nadim  
Rinkee Kumari Sem-V Chemistry  
Ujjwal Kumar Toppo Sem-III Physics

Chairperson

Coordinator *Randulna*

Secretary *Jolly*

Member *Pyari*

Member *Aalya*

Member *Rinkee Kumari*

Member *Ujjwal K. Toppo*

### Agenda:

- Introduction and welcoming of the new members
- To plan activities for the Academic year
- Program on Defamatory Practices towards Girls
- Formation of a Team to assist the Committee

### Discussion:

1. The newly appointed members were introduced and welcomed by the Chairperson and the Coordinator.
2. The Co-coordinator discussed about the activities that could be conducted throughout the Academic year. Five activities were planned by the members that would help to provide a healthy and congenial atmosphere to the staff and students of the College.
3. It was decided that awareness a program on Dafamatory Practices towards girls would be conducted.
4. It was resolved to have a Students' Team of boys and girls formed to assist the Anti-Sexual Harassment Cell to combat with any sort of harassment especially Sexual Harassment.

Meeting was concluded at 12:55 P.M.

*Randulna*  
Coordinator

*[Signature]*  
Principal

Principal  
St. Xavier's College  
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## ACTION TAKEN REPORT OF THE MEETING HELD ON 25<sup>TH</sup> JULY 2022

1. The newly appointed members were introduced and welcomed by the Chairperson and the Coordinator.
2. The Co-coordinator discussed about the activities that could be conducted throughout the Academic year. Five activities were planned by the members that would help to provide a healthy and congenial atmosphere to the staff and students of the College.
  - Defamatory Practices towards girls.
  - Outreach program in Chatakpur Village about Domestic Violence
  - Program on Zero Tolerance to Sexual Harassment
  - Legal Awareness program
  - Mindfulness through Yoga and Meditation.
3. The program on defamatory practices towards girls was conducted on 22<sup>nd</sup> September 2022.
4. A Students' Team of boys and girls was formed to assist the Anti-Sexual Harassment Cell to combat with any sort of harassment especially Sexual Harassment.
  - Sushmita Lugun (English)
  - Umar Abdullah (Economics)
  - Petrus Aind (Commerce)
  - Ashika Minj (Political Science)
  - Jaiwant Kujur (Mathematics)
  - Nisha Deepti Toppo (Physics)
  - Nibha Kujur (Kurukh)

*Randulna*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr



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Date: 2<sup>nd</sup> May 2022

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 7<sup>th</sup> May 2022

Time: 1:30 PM

Venue: Meeting Room

### AGENDA

- Program on Sexual Harassment: Prevention and awareness.
- To review the activities of the cell for the academic years.
- To discuss any changes required for the better functioning of the cell

*N.P. Tishkey*  
Coordinator

Chairperson

Principal  
St. Xavier's College  
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## MINUTES OF THE ANTI SEXUAL HARASSMENT CELL FOURTH MEETING

Date: 7<sup>th</sup> May 2022

Time: 1:30 P.M.

Venue: Meeting Room

The minutes of the last meeting held on 10<sup>th</sup> March 2022. were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)

Asst. Prof. Neela Purnima Tirkey

Asst. Prof. Dr. Pyari Kujur

Asst. Prof. Kaslin Juliet

Asst. Prof. Mukul Toppo

Asst. Prof. Anjna Ekka

Asst. Prof. Dr. Habib Ali Mirdda

Amisha Kumari Sem- V Geography

Reema Kumari Sem-III Maths

Chairperson

Coordinator *N.P. Tiskey*

Member

Member *Pyari Kujur*

Member *Kaslin Juliet*

Member *Mukul Toppo*

Member *Anjna Ekka*

Member *Dr. H.A. Mirdda*

Member *Amisha Kumari*

Member *Reema Kumari*

### Agenda:

- Program on Sexual Harassment: Prevention and awareness.
- To review the activities of the cell for the academic years.
- To discuss any changes required for the better functioning of the cell

### Discussion:

1. An awareness program on sexual Harassment: Prevention and awareness will be organized.
2. Coordinator of the committee informed that no complaints of sexual harassment have been received during the current academic year.
3. The Coordinator along with other cell members reviewed the various sensitization program conducted by N.S.S, YRC and other committees for sensitization of women against sexual abuse.

Meeting was concluded at 12:55 P.M.

*N.P. Tiskey*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT OF THE MEETING HELD ON 7<sup>TH</sup> MAY 2022

1. An awareness program on sexual Harassment: Prevention and awareness will be organized.
2. Coordinator of the committee informed that no complaints of sexual harassment have been received during the current academic year.
3. The cell members reviewed the various sensitization program conducted by N.S.S, YRC and other committees for sensitization of women against sexual abuse.
4. Coordinator of the committee instructed all members to report any act of sexual harassment in the campus at regular intervals

*N. P. Tiskey*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr





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Date: 5<sup>th</sup> March 2022

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 10<sup>th</sup> March 2022

Time: 1:30 P.M

Venue: Meeting Room

### AGENDA

- Evaluation of Women's Day celebration.
- A seminar on Growth and Development of the Human Being
- Checking grievance redressal Boxes.

*N. P. Ti'skey*  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL THIRD MEETING

**Date:** 10<sup>th</sup> March 2022

**Time:** 1:30 P.M.

**Venue:** Meeting Room

The minutes of the last meeting held on 6th December 2021 were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Kaslin Juliet  
Asst. Prof. Mukul Toppo  
Asst. Prof. Anjna Ekka  
Asst. Prof. Dr. Habib Ali Mirda  
Amisha Kumari Sem- V Geography  
Reema Kumari Sem-III Maths

Chairperson

Coordinator *N.P. Tiskey*

Member

Member

Member

Member

Member

Member

Member

*[Signatures]*  
*Rajur*  
*Mukul Toppo*  
*Ekka*  
*Dr. H. A. Mirda*  
*Amisha Kumari*  
*Reema Kumari*

### Agenda:

- Evaluation of Women's Day celebration
- A seminar on Growth and Development of the Human Being
- Checking grievance redressal Boxes

### Discussion:

1. Evaluation of the Women's Day Celebration was done. All the members expressed their views regarding the celebration which was a great success. The female students were given various opportunities to showcase their talents and they were awarded for their extraordinary performance.
2. A Seminar on 'The growth and Development of a Human Being' should be arranged for the Students. It was also discussed that Dr. Sr. Sheena, a faculty of Holy Family Hospital Koderma would be the resource person who will give her thoughts on 'Abortion' to sensitize the girls about the preciousness of Human life.
3. The grievance redressal Boxes of all the three should be checked to find any complaint regarding sexual harassment.

Meeting was concluded at 12:55 P.M.

*N.P. Tiskey*  
Coordinator

*[Signature]*

Principal

Principal  
St. Xavier's College  
Mahuadanr





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### ACTION TAKEN REPORT OF THE MEETING HELD ON 10<sup>TH</sup> MARCH 2022

1. Evaluation of Women's Day celebration was done.
2. A Seminar on 'The growth and Development of a Human Being' by Dr. Sr. Sheena, a faculty of Holy Family Hospital Koderma was very helpful as she spoke about 'Abortion' to sensitize the girls about the preciousness of Human life.
3. The grievance redressal Boxes of all the three were checked. However there was no complaint regarding sexual harassment.

*N.P. Tiskey*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr



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Date: 2nd December 2021

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 6<sup>th</sup> December 2021

Time: 1:30 P.M

Venue: Meeting Room

### AGENDA

- Self defence Programme
- Celebration of National Girl Child Day in the College
- International Women's Day
- Outreach Programme on "Empowering Girls for a Better Future"

*N. P. Tiwari*  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL SECOND MEETING

Date: 6<sup>th</sup> December 2021

Time: 1:30 P.M.

Venue: Meeting Room

The minutes of the last meeting held on 6<sup>th</sup> July 2021 were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Kaslin Juliet  
Asst. Prof. Mukul Toppo  
Asst. Prof. Anjna Ekka  
Asst. Prof. Dr. Habib Ali Mirdda  
Amisha Kumari Sem- V Geography  
Reema Kumari Sem-III Maths

Chairperson

Coordinator N.P. Tirkey

Member

Member

Member

Member

Member

Member

Member

### Agenda:

- Self-Defence Program
- Celebration of National Girl Child Day in the College.
- International Women's Day
- Outreach Programme on "Empowering Girls for a Better Future".

### Discussion:

1. The female students will be given Special Physical Training for self-defence.
2. National Girl Child Day will Celebrated on 24<sup>th</sup> January in a bestiary manner. On this occasion a seminar has to be conducted to raise awareness to promote the rights, education, health and nutrition of the girl Child.
3. International women's day will be celebrated to promote Nari-shakti.
4. An outreach programme will be conducted by the Anti-Sexual Harassment Cell to create awareness among the villagers on the importance of "Empowering Girls for a Brighter Future".

Meeting was concluded at 12:55 P.M.

N. P. Tirkey  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr





## ST. XAVIER'S COLLEGE MAHUADANR

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### ACTION TAKEN REPORT OF THE MEETING HELD ON 6<sup>TH</sup> DECEMBER 2021

1. The female students will be given Special Physical Training for self-defence.
2. National Girl Child Day will Celebrated on 24<sup>th</sup> January in a bestiary manner. On this occasion a seminar has to be conducted to raise awareness to promote the rights, education, health and nutrition of the girl Child.
3. International women's day will be celebrated to promote Nari-shakti.
4. An outreach programme will be conducted by the Anti-Sexual Harassment Cell to create awareness among the villagers on the importance of "Empowering Girls for a Brighter Future".

*N.P. Tiskay*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr



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Date: 2nd July 2021

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 6<sup>th</sup> July 2021

Time: 1:30 P.M

Venue: Meeting Room

### AGENDA

- Function of the Anti-Sexual Harassment Cell
- Gender awareness programme
- Formation of a team to assist the Committee.
- Action Plan for 2021-2022

*N.P. Tishay*  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





# ST. XAVIER'S COLLEGE MAHUADANR

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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL FIRST MEETING

**Date:** 6<sup>th</sup> July 2021

**Time:** 1.30 P.M.

**Venue:** Meeting Room

The minutes of the last meeting held on 15th May 2021 were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Kaslin Juliet  
Asst. Prof. Mukul Toppo  
Asst. Prof. Anjna Ekka  
Asst. Prof. Dr. Habib Ali Mirda  
Amisha Kumari Sem- V Geography  
Reema Kumari Sem-III Maths

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

N. P. Tirkey

Mukul Toppo

H. A. Mirda

Amisha Kumari

Reema Kumari

### Agenda:

- Function of the Anti-Sexual Harassment Cell
- Gender awareness programme
- Formation of a team to assist the Committee.
- Action Plan for 2021-2022

### Discussion:

1. The newly appointed members were introduced and welcomed by the Chairperson and the Coordinator. The Co-ordinator explained the function of the Anti-Sexual Harassment cell i.e. to provide a healthy and congenial atmosphere to the staff and students of the College.
2. It was discussed that a team of students to assist the committee in its activities must be formed.
3. To promote gender sensitivity, it was decided that at least 4-5 gender awareness programmes need to be conducted in the College and the Action plan for the Academic Year 2021-2022 was chalked out.

Meeting was concluded at 12:55 P.M.

N. P. Tirkey  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT OF THE MEETING HELD ON 6<sup>TH</sup> JULY 2021

1. The newly appointed members were introduced and welcomed by the Chairperson and the Coordinator. Students and the staff became aware of the functioning of the Anti-Sexual Harassment cell i.e. to provide a healthy and congenial atmosphere to all in the College.
2. A team of students to assist the committee in its activities was formed
  - Gulshan Minj ( Hindi)
  - Roshani Osga (Hindi)
  - Tripti Kumari ( English)
  - Anju Rose Tigga ( Geography)
  - Tanya Chik Baraik ( Commerce)
  - Abhishek Toppo( Chemistry)
  - Preeti Ekka (Physics)
3. The Action plan for the Academic Year 2021-2022 was chalked out. The following plans were discussed and approved:
  - Legal awareness programme to make students aware of their legal rights.
  - Personal Counseling for the female students by the committee in collaboration with the Personal Counseling Cell.
  - A programme on Women empowerment
  - Self defense program
  - Combating sexual Harassment at work place
  - Program on Human growth and development
  - Outreach Program..

*N. P. Tidy*  
Coordinator

Principal

Principal  
St. Xavier's College  
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Date: 10<sup>th</sup> May 2021

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 15<sup>th</sup> May 2021

Time: 1:30 P.M

Venue: ASHC Office

### AGENDA

- Review of all activities conducted during this academic year
- Checking of grievance redressal box
- Feedback

*N.P. Trikey*  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL FOURTH MEETING

**Date:** 15th May 2021


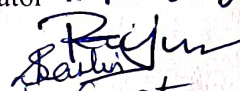
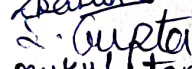
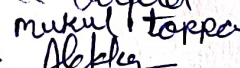
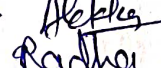
**Time:** 1:30 P.M.

**Venue:** ASHC Office

The minutes of the last meeting held on 16th April 2021 were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Kaslin Juliet  
Asst. Prof. Sonam Gupta  
Asst. Prof. Mukul Toppo  
Asst. Prof. Anjna Ekka  
Radha Kumari Sem-V Pol. Science  
Praveen Telra Sem-III Maths

Chairperson   
Coordinator N. D. Tishkey  
Member   
Member   
Member   
Member   
Member Radha Kumari  
Member P. Telra

### Agenda:

- Review of all activities conducted during this academic year
- Checking of grievance redressal box
- Feedback

### Discussion:

1. A discussion was done on the various activities conducted by the cell during the Academic year.
2. The Grievance redressal box should be checked in order to find out if there is any complaint related to sexual harassment.
3. A feedback should be collected from the students regarding the activities of the cell.

Meeting was concluded at 12:55 P.M.

N. D. Tishkey  
Coordinator



Principal

Principal  
St. Xavier's College  
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### ACTION TAKEN REPORT OF THE MEETING HELD ON 15<sup>TH</sup> MAY 2021

1. The activities conducted by the committee were reviewed, included awareness sessions, workshops, celebration of international women's day
2. The Grievance redressal box was checked in order to find out if there is any complaint related to sexual harassment. There weren't any.

*N. P. TiðKey*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr



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Date: 12th April 2021

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 16<sup>th</sup> April 2021

Time: 2:30 P.M

Venue: Meeting Room

### AGENDA

- Collaboration with the other committees
- Review of the existing policies

*N.P. Tikey*  
Coordinator

  
Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL THIRD MEETING

**Date:** 16th April 2021


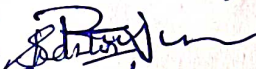
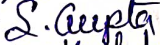
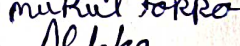

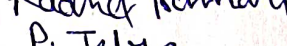
**Time:** 2.30 P.M.

**Venue:** Meeting Room

The minutes of the last meeting held on 30th November 2020 were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Kaslin Juliet  
Asst. Prof. Sonam Gupta  
Asst. Prof. Mukul Toppo  
Asst. Prof. Anjna Ekka  
Radha Kumari Sem-V Pol. Science  
Praveen Telra Sem-III Maths

Chairperson   
Coordinator **N. P. Tirkey**  
Member   
Member   
Member   
Member   
Member   
Member **P. Telra**

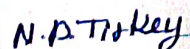
### Agenda:


- Collaboration with the other committees
- Review of the existing policies

### Discussion:

1. One suggestion was made to collaborate with other committees to enhance the effectiveness of the committee's work. (Gender equity cell and Anti-ragging cell)
2. It was decided to conduct a review of the existing policies and procedures related to sexual harassment complaints. Members were assigned to review the policies and suggest any necessary revisions

Meeting was concluded at 12:55 P.M.

  
Coordinator

  
Principal  
Principal  
St. Xavier's College  
Mahuadanr





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### ACTION TAKEN REPORT OF THE MEETING HELD ON 16<sup>TH</sup> APRIL 2021

1. Strong collaboration was made with other committees (Gender equity cell and Anti-ragging cell) to enhance the effectiveness of the committee's work.
2. Members were assigned to review the policies regarding the existing policies.

*N. P. Tikey*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr



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Date: 25<sup>th</sup> November 2020

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 30<sup>th</sup> November 2020

Time: 2:30 P.M

Venue: Meeting Room

### AGENDA

- A program on enhancing security
- Legal Rights program
- International Women's day celebration

*N. P. Tikey*

Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL SECOND MEETING

**Date:** 30<sup>th</sup> November 2020

**Time:** 2:30 P.M.

**Venue:** Meeting Room

The minutes of the last meeting held on 6th July 2020 were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Kaslin Juliet  
Asst. Prof. Sonam Gupta  
Asst. Prof. Mukul Toppo  
Asst. Prof. Anjna Ekka  
Radha Kumari Sem-V Pol. Science  
Praveen Telra Sem-III Maths

Chairperson

Coordinator *N. P. Tirkey*

Member

Member

Member

Member

Member

Member

Member

*[Signatures]*  
*S. Gupta*  
*Mukul Toppo*  
*Radha Kumari*  
*P. Telra*

### Agenda:

- A program on enhancing security
- Legal Rights program
- International Women's day celebration
- Formation of students' team

### Discussion:

1. A program on enhancing security should be conducted for all the students.
2. An awareness program on Legal rights and remedies should be organized.
3. The manner of celebration of the International Women's Day was discussed. Asst. Prof. Dr. Pyari Kujur and Asst. Prof. Keerti Minj were assigned to make the necessary arrangements for the success of the program.
4. A Students' Team of boys and girls will be formed to assist the Anti-Sexual Harassment Cell to combat with any sort of harassment especially Sexual Harassment.

Meeting was concluded at 12:55 P.M.

*N. P. Tirkey*  
Coordinator

*[Signature]*  
Principal  
Principal  
St. Xavier's College  
Mahuadanr





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### ACTION TAKEN REPORT OF THE MEETING HELD ON 30<sup>TH</sup> NOVEMBER 2020

1. A program on enhancing security was conducted for the students on 2<sup>nd</sup> December 2020.
2. An awareness program on Legal rights and remedies was conducted on 26<sup>th</sup> February 2021.
3. The International Women's Day was celebrated on 8<sup>th</sup> March 2021 in a grand manner. Asst. Prof. Dr. Pyari Kujur and Asst. Prof. Keerti Ming played a vital role for its success.
4. A Students' Team of boys and girls was formed to assist the Anti-Sexual Harassment Cell to combat with any sort of harassment especially Sexual Harassment.

- Amar puneet Kujur (English)
- Sonam Xalxo (Hindi)
- Lakshmi Ram (Geography)
- Seema Lakra (Geography)
- Raja Ram Ravi (Commerce)
- Afifa Praween (Mathematics)
- Niraj Tirkey (Botany)

*N.P. Tiskey*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr





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Date: 2<sup>nd</sup> July 2020

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 6<sup>th</sup> July


Time: 12:10 P.M

Venue: Zoom Meet

### AGENDA

- Introduction and welcome
- Gender Sensitivity Program
- Program on 'Women Empowerment'
- Action plan

*N.P. Tiwari*  
Coordinator

  
Chairperson  
Principal  
St. Xavier's College  
Mahuadanr





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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL FIRST MEETING

**Date:** 6th July 2020

**Time:** 12:10 P.M.

**Venue:** Zoom Meet

The minutes of the last meeting held on 9th May 2020 were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Kaslin Juliet  
Asst. Prof. Sonam Gupta  
Asst. Prof. Mukul Toppo  
Asst. Prof. Anjna Ekka  
Radha Kumari Sem-V Pol. Science  
Praveen Telra Sem-III Maths

Chairperson

Coordinator *N. P. Tiskey*

Member

Member *S. Gupta*

Member *S. Gupta*

Member *Mukul Toppo*

Member *Aekka*

Member *Radha Kumari*

Member *P. Telra*

### Agenda:

- Introduction and welcome
- Gender Sensitivity Program
- Program on 'Women Empowerment'
- Action plan

### Discussion:

1. The coordinator started the meeting by welcoming all the new appointed members.
2. The committee discussed about organizing a 'Gender Sensitivity Program' to promote a safe and respectful environment.
3. A program on 'Women Empowerment' should be conducted for the students.
4. The committee chalked out the action plan for this academic year. It was decided National and International Day's like the women's day, science day; Independence Day etc. would be celebrated to promote women's empowerment, gender sensitivity

Meeting was concluded at 12:55 P.M.

*N. P. Tiskey*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr





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### ACTION TAKEN REPORT OF THE MEETING HELD ON 6<sup>TH</sup> JULY 2020

1. The coordinator introduced and welcomed all the new appointed members.
2. A 'Gender Sensitivity Program' was conducted in Zoom platform on 21<sup>st</sup> July 2020 to promote equality of men and women.
3. A program on 'Empowering her- Women empowerment' was organized on 21<sup>st</sup> July 2020 for empowering the female staff and students of the College.
4. The committee chalked out the action plan for this academic year. It was decided National and International Day's like the women's day, science day; Independence Day etc. would be celebrated to promote women's empowerment, gender sensitivity

*N. P. Tiskey*

Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr



# ST. XAVIER'S COLLEGE MAHUADANR

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ISO-9001:2015

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Date: 7<sup>th</sup> May 2020

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 9<sup>th</sup> May 2020


Time: 2.30 P.M

Venue: ASHC Office

#### AGENDA

- Review of Annual Activities
- Program on "Feminism on Social Relations uniting Women and men as a group"
- Feedback

*N.P. Tikey*  
Coordinator

  
Chairperson  
Principal  
St. Xavier's College  
Mahuadanr





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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL FOURTH MEETING

**Date:** 9<sup>th</sup> May, 2020

**Time:** 1.30P.M.

**Venue:** ASHC Office

The minutes of the last meeting held on 3rd March 2020 were read and approved. Meeting Notice: (Annexure -1)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Kaslin Juliet  
Asst. Prof. Rose Alice Barla  
Asst. Prof. Ravi Roshan Minj  
Asst. Prof. Binoy Anthony Minz  
Kajol Bara Sem-V Hindi  
Chandan Prasad Sem-III History

Chairperson

Coordinator *N.P. Tirkey*

Member

Member

Member

Member

Member

Member

Member

### Agenda:

1. Review of Annual Activities.
2. Program on "Feminism on Social Relations uniting Women and men as a group" Feedback.

### Discussion:

1. It was discussed that the review of the Annual Activities of the cell be taken.
2. A program on 'Feminism on Social Relations uniting Women and Men as a group' could be conducted.
3. Feedback from the students should be collected regarding the activities of the cell in order to improve and strengthen the committee.

Meeting was concluded at 12:55 P.M.

*N.P. Tirkey*  
Coordinator

*[Signature]*  
Principal

Principal  
St. Xavier's College  
Mahuadanr





## ST. XAVIER'S COLLEGE MAHUADANR

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### ACTION TAKEN REPORT OF THE MEETING HELD ON 9<sup>TH</sup> MAY, 2020

1. The review of the Annual Activities of the cell was done.
2. A program on 'Feminism on Social Relations uniting Women and Men as a group' was conducted on 10<sup>th</sup> May 2020.
3. Feedbacks from the students were collected regarding the activities of the cell in order to improve and strengthen the committee.

*N. P. Tiskey*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr



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Date: 29<sup>th</sup> February 2020

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 3<sup>rd</sup> March 2020

Time: 2.30 P.M

Venue: ICT ROOM

### AGENDA

- Personal Counseling
- Legal Awareness Programme

*N.P. Tikey*  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL

### THIRD MEETING

**Date:** 3th March 2020

**Time:** 12:00 P.M.

**Venue:** ICT ROOM

The minutes of the last meeting held on 10th January 2020 were read and approved. Meeting Notice: (Annexure -1)

#### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Kaslin Juliet  
Asst. Prof. Rose Alice Barla  
Asst. Prof. Ravi Roshan Minj  
Asst. Prof. Binoy Anthony Minz  
Kajol Bara Sem-V Hindi  
Chandan Prasad Sem-III History

Chairperson

Coordinator *N.P. Tiskey*

Member

Member

Member

Member

Member

Member

Member

#### Agenda:

Personal Counseling

Legal Awareness Programme

#### Discussion:

1. A legal awareness program for students to familiarize themselves with the rights and responsibilities to enhance legal literacy will be conducted in the College by the cell.
2. To help students to identify and solve problems in their personal life, counseling will be given to the students.

Meeting was concluded at 12:30 P.M.

*N.P. Tiskey*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT OF THE MEETING HELD ON 3TH MARCH 2020

1. Personal counseling was given to the students on 13<sup>th</sup> March 2020.
2. A legal awareness program for students to familiarize themselves with the rights and responsibilities to enhance legal literacy was conducted on 24<sup>th</sup> March 2020 by the cell.

*N.P. Tiwari*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr





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**Date: 6<sup>th</sup> January 2020**

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

**Date: 10<sup>th</sup> January 2020**

**Time: 2.30 P.M**

**Venue: ICT ROOM**

#### AGENDA

- Personal Counseling for students
- Legal Awareness Program

*N.P. Tiskey*  
**Coordinator**

**Chairperson**

Principal  
St. Xavier's College  
Mahuadanr



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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL SECOND MEETING

**Date:** 10th January 2020

**Time:** 2:30 P.M.

**Venue:** ICT ROOM

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)

Asst. Prof. Neela Purnima Tirkey

Asst. Prof. Dr. Pyari Kujur

Asst. Prof. Kaslin Juliet

Asst. Prof. Rose Alice Barla

Asst. Prof. Ravi Roshan Minj

Asst. Prof. Binoy Anthony Minz

Kajol Bara Sem-V Hindi

Chandan Prasad Sem-III History

Chairperson

Coordinator *N.P. Tirkey*

Member *Rajur*

Member *Barla*

Member *R. R. Minj*

Member *B.A. Minz*

Member *Kajal Bara*

Member *chandan Prasad*

### Agenda:

- Gender awareness programme for capacity building
- Formation of Students' Team in assisting the Committee.

### Discussion:

1. To promote gender sensitivity it was decided that more programs on gender awareness would be conducted in the College. The programs would also focus on capacity building.
2. It was resolved to have a Students' Team of boys and girls formed to assist the Anti-Sexual Harassment Cell to combat with any sort of harassment especially Sexual Harassment.

Meeting was concluded at 3:00 P.M.

*N.P. Tirkey*  
Coordinator

*[Signature]*  
Principal  
Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT OF THE MEETING

HELD ON 10<sup>TH</sup> JANUARY 2020

1. Gender sensitivity focus on capacity building was conducted for the students.
  2. A Students' Team of boys and girls was formed to assist the Anti-Sexual Harassment Cell to combat with any sort of harassment especially Sexual Harassment.
- Kajol Bara (Hindi)
  - Anjana Sonam Tirkey(Hindi)
  - Xavier Ekka (English)
  - Pawan Minj( Commerce)
  - Abhishek Minj(English)
  - Noopur Roy ( Mathematics)
  - Deepak Toppo ( History)

*N. P. Tiwari*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr



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**Date: 22<sup>nd</sup> July 2019**

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

**Date: 27<sup>th</sup> July 2019**

**Time: 2.30 P.M**

**Venue: ICT ROOM**

### AGENDA

- Welcoming the members
- Annual Activities
- Gender Sensitivity program
- Program on Equality of Women

*N.P. Tikey*  
**Coordinator**

  
**Chairperson**

*Principal*  
**St. Xavier's College**  
**Mahuadanr**





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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL FIRST MEETING

**Date:** 27th July 2019

**Time:** 2.30 PM

**Venue:** ICT Room

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Kaslin Juliet  
Asst. Prof. Rose Alice Barla  
Asst. Prof. Ravi Roshan Minz  
Asst. Prof. Binoy Anthony Minz  
Kajol Bara Sem-V Hindi  
Chandan Prasad Sem-III History

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

N.P. Tirkey

Pyari Kujur

Rose Alice Barla

Ravi Roshan Minz

Binoy Anthony Minz

Kajol Bara

Chandan Prasad

### Agenda:

- Welcoming the members
- Annual Activities
- Gender Sensitivity Program
- Program on Equality of Women.

### Discussion:

1. At the first meeting of the new Academic Session the members were welcomed by the coordinator and old members.
2. A discussion of the Annual Activities of the cell was done and the action plan was made.
3. Gender Sensitivity program should be conducted for the students.
4. A program on equality of Women should be conducted.

Meeting was concluded at 12:55 P.M.

Coordinator

Principal

Principal  
St. Xavier's College  
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### ACTION TAKEN REPORT OF THE MEETING HELD ON 27<sup>TH</sup> JULY 2019

1. At the first meeting of the new Academic Session the members were welcomed by the coordinator and old members.
2. A discussion of the Annual Activates of the cell was done and the action plan was made.
3. Gender Sensitivity program was conducted for the students on 24<sup>th</sup> August 2019.
4. A program on equality of Women was organized on 12<sup>th</sup> September 2019.

*N.P. Tiskey*  
Coordinator

Principal

Principal  
St. Xavier's College  
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**Date: 4<sup>th</sup> May 2019**

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

**Date: 9<sup>th</sup> May 2019**

**Time: 2.30 P.M**

**Venue: ICT ROOM**

#### AGENDA

- Awareness Program for villagers in Rampur
- Evaluation of Annual Activities

*N.P. Tiwary*  
**Coordinator**

**Chairperson**

*Principal*  
**St. Xavier's College  
Mahuadanr**





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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL FOURTH MEETING

Date: 9<sup>th</sup> May 2019

Time: 2:30 P.M.

Venue: ICT ROOM

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Sr. Nirmala Por Selvi  
Asst. Prof. Md. Zafar Aqubal  
Asst. Prof. Rose Alice Barla  
Asst. Prof. Ravi Roshan Minj  
Anita Bara Part- III Hindi  
Helarius Toppo Part- II English

Chairperson

Coordinator N.P. Tiskey

Member

Member N.P. Selvi

Member

Member R. R. Minj

Member

Member Anita Bara

Member H. Toppo

### Agenda:

- Awareness Program for villagers in Rampur
- Evaluation of Annual Activities

### Discussion:

1. An Awareness program could be conducted in Rampur village to sensitize the villagers about various issues related to women empowerment.
2. The Annual Activities of the cell was discussed, evaluated and suggestions for the upcoming year were considered.

Meeting was concluded at 3:00 P.M.

N.P. Tiskey  
Coordinator

Principal  
Principal  
St. Xavier's College  
Mahuadanr





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### ACTION TAKEN REPORT OF THE MEETING HELD ON 9<sup>TH</sup> MAY 2019

1. An Awareness program was conducted in Rampur village on 11<sup>th</sup> May 2019 to sensitize the villagers about "Sexual Harassment, its impact and prevention strategies".
2. The Annual Activities of the cell was evaluated and suggestions for the upcoming year were considered

*N.P. Tiwari*  
Coordinator

  
Principal

Principal  
St. Xavier's College  
Mahuadanr



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**Date: 16<sup>th</sup> February 2019**

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

**Date: 18<sup>th</sup> February 2019**

**Time: 2.30 P.M**

**Venue: ASHC Office**

### AGENDA

- Self Defence Programme
- Women's day Celebration

*N.P. Tiskey*  
**Coordinator**

**Chairperson**

*Principal*  
**St. Xavier's College**  
**Mahuadanr**





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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL THIRD MEETING

**Date:** 18th February 2019

**Time:** 2:30 P.M.

**Venue:** ASHC Office

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Sr. Nirmala Por Selvi  
Asst. Prof. Md. Zafar Aqubal  
Asst. Prof. Rose Alice Barla  
Asst. Prof. Ravi Roshan Minj  
Anita Bara Part- III Hindi  
Helarius Toppo Part- II English

Chairperson

Coordinator *N.P. Tirkey*

Member

Member *Rajur*

Member

Member *N.P. Selvi*

Member

Member *R. R. Minj*

Member

Member *A. Barla*

Member *H. Toppo*

### Agenda:

- Self-Defence Program
- Women's day Celebration

### Discussion:

1. A self defense program should be organized for the Female students to help them defend themselves. This program would help to equip them with vital skills for personal safety and confidence.
2. International Women's day will be celebrated in a grand manner focusing on the theme 'Rights of women'.

Meeting was concluded at 3:00 P.M.

*N.P. Tirkey*  
Coordinator

*N.P. Tirkey*  
Principal  
Principal  
St. Xavier's College  
Mahuadanr





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### ACTION TAKEN REPORT OF THE MEETING HELD ON 18<sup>TH</sup> FEBRUARY 2019

1. A self defense program was organized on 26<sup>th</sup> February 2019 for the Female students to help them defend themselves. This program helped to equip them with vital skills for personal safety and confidence.
2. Women's day was celebrated in a grand manner on 8th March 2019 on the occasion of International Women's day with the theme "Rights of Women".

*N.P. Tiwary*  
Coordinator

  
Principal

Principal  
St. Xavier's College  
Mahuadanr



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**Date: 15<sup>th</sup> December 2018**

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

**Date: 20<sup>th</sup> December 2018**

**Time: 12.10 P.M**

**Venue: ICT room**

### AGENDA

- Special Health care for female staff and Students
- Help Group

*N.P. Tishkey*  
**Coordinator**

**Chairperson**

Principal  
St. Xavier's College  
Mahuadanr





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## MINUTES OF THE ANTISEXUAL HARASSMENT CELL SECOND MEETING

Date: 20<sup>th</sup> December 2018

Time: 12:10 P.M.

Venue: ICT ROOM

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Turkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Sr. Nirmala Por Selvi  
Asst. Prof. Md. Zafar Aqubal  
Asst. Prof. Rose Alice Barla  
Asst. Prof. Ravi Roshan Minj  
Anita Bara Part- III Hindi  
Helarius Toppo Part- II English

Chairperson

Coordinator N.P. Tiskey

Member

Member N.P. Tiskey

Member

Member R. R. Minj

Member D. Bara

Member H. Toppo

### Agenda:

- Special Health care for female staff and Students
- Help Group

### Discussion:

1. A special program should be organized to monitor the health of the female students and the Staff.
2. A help Team would be formed consisting of members of the committee and students who would deal with the issues related to harassment immediately. They would also serve as messengers to promote a safe environment for all.

Meeting was concluded at 12:55 P.M.

N.P. Tiskey  
Coordinator

Principal  
Principal  
St. Xavier's College  
Mahuadanr





# ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

P.O- Mahuadanr, Dist. Latchar, Jharkhand 822119

Accredited with 'B' Grade by NAAC

AISHE-C-42763

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## ACTION TAKEN REPORT OF THE MEETING HELD ON 20<sup>TH</sup> DECEMBER 2018

1. A special program was organized to monitor the health of the female students and the Staff.
2. A help Team was formed consisting of staff and students who would deal with the issues related to harassment immediately. They would also serve as messengers to promote a safe environment for all.

The students' team:

- Nelson Kujur (Hindi) *Nelson Kujur*
- Manish Lakra (English) *M. Lakra*
- Kanjan Tirkey (Geography) *Kanjan Tirkey*
- Preeti Kumari (Commerce) *Preeti Kumari*
- Romio Kujur (Hindi) *Romio Kujur*
- Asmita Tigga (Physics) *Asmita Tigga*
- Bhawani Kumari (Mathematics) *Bhawani Kumari*

*N.P. Tiskey*  
Coordinator

  
Principal  
Principal  
St. Xavier's College  
Mahuadanr



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Date: 6<sup>th</sup> July 2018

## NOTICE

### ANTI SEXUAL HARASSMENT CELL MEETING

Date: 11<sup>th</sup> July 2018

Time: 2.00P.M

Venue: ASHC Office

### AGENDA

- Planning of the Annual Activities of the Committee
- Legal Awareness Programme
- Personal Counseling
- Program on Defamatory Practices towards Girls

*N. P. Tishkey*  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## MINUTES OF THE ANTI-SEXUAL HARASSMENT CELL FIRST MEETING

**Date:** 11<sup>th</sup> July 2018

**Time:** 2:00 P.M.

**Venue:** ASHC Office

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Neela Purnima Tirkey  
Asst. Prof. Dr. Pyari Kujur  
Asst. Prof. Sr. Nirmala Por Selvi  
Asst. Prof. Md. Zafar Aqbal  
Asst. Prof. Rose Alice Barla  
Asst. Prof. Ravi Roshan Minj  
Anita Bara Part- III Hindi  
Helarius Toppo Part- II English

Chairperson

Coordinator *N.P. Tirkey*

Member

Member *N.P. Selvi*

Member

Member *Ravi Roshan Minj*

Member *Ravi Roshan Minj*

Member *A. Bara*

Member *H. Toppo*

### Agenda:

- Planning of the Annual Activities of the Committee
- Legal Awareness Programme
- Personal Counseling
- Program on Defamatory Practices towards Girls
- Formation of students' team

### Discussion:

1. The activities of the cell for the current Academic year were discussed.
2. Student should be educated about the legal rights through Awareness Programme.
3. Personal counseling should be provided for students to tackle the problems they face in their life.
4. A program on Defamatory Practices towards girls should be conducted.
5. A students' team will be constituted to assist the activities of the cell.

Meeting was concluded at 2:30 P.M.

*N.P. Tirkey*  
Coordinator

*[Signature]*  
Principal  
Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT OF THE MEETING HELD ON 11<sup>TH</sup> JULY 2018

1. The planning of the Activities of the cell for the current Academic year was done.
2. Legal awareness program was conducted for the students on 10<sup>th</sup> August 2018.
3. Personal counseling was provided for students to tackle the problems they face in their life.
4. A program on defamatory practices towards Girls was conducted on 13<sup>th</sup> October 2018.

*N.P. Tikey*  
Coordinator

Principal

Principal  
St. Xavier's College  
Mahuadanr



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Date: 7<sup>th</sup> July, 2018

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

Date: 14<sup>th</sup> July, 2018

Time: 2:30 p.m.

Venue: Meeting Room

#### AGENDA:

- Introduction of all the members of the committee
- Purpose of the committee

N. Kumar  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE FIRST MEETING IN ACADEMIC YEAR 2018-19

**Date:** 14<sup>th</sup> July, 2018

**Time:** 2:30 p.m.

**Venue:** Meeting Room

### Members Present:

Dr. Fr. M.K. Jose SJ (Principal)

Asst. Prof. Niraj Kumar

Asst. Prof. Keerti Minj

Asst. Prof. Md Zafar Aqubal

Asst. Prof. Ravi Roshan Minj

Asst. Prof. Neelam Nilima Tirkey

Neeraj Xalxo Part-III Geog.

Varsha Kumari Part-II Phy.

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

N. Kumar

Keerti Minj

Ravi R. Minj

N. Tirkey

N. Xalxo

V. Kumari

### Absent:

Asst. Prof. Sunaina Kumari

### Agenda:

- Introduction of all the members of the committee
- Purpose of the committee

### Discussion:

1. The minutes of the last meeting were read and passed.
2. The Newly appointed members introduced themselves to the committee. The Chairperson and Coordinator welcomed the new members.
3. The chairperson explained the purpose of the committee that Ragging is a punishable crime and requested the faculty members to guide the students so that they would not do or involve in such activities.

The meeting was concluded at 3:15 p.m.

N. Kumar  
Coordinator

  
Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT FOR FIRST MEETING HELD ON 14<sup>th</sup> JULY, 2018

1. The Chairperson and Coordinator extended a warm welcome to the new members.
2. Faculty members were requested to guide the students to prevent them from engaging in or being involved in ragging activities. To address this issue, the following actions are taken:
  - To organize orientation sessions or workshops for students at the beginning of the academic year to educate them about the consequences of ragging and the college's zero-tolerance policy.
  - To display anti-ragging posters and information in prominent areas around the college campus.
  - To establish a mechanism for students to report any incidents of ragging confidentially.
  - To conduct periodic awareness campaigns to remind students about the importance of maintaining a safe and respectful environment.

N. Kumar  
Coordinator

Chairperson

Principal  
St. Xavier's College  
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Date: 8<sup>th</sup> December, 2018

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

Date: 15<sup>th</sup> December 2018

Time: 2:45 p.m.

Venue: ICT Room

#### AGENDA:

- To review the case of ragging if any
- To organize Anti-Ragging awareness programmes
- To guide the day scholar about Anti-Ragging
- Guidance to Hosteller students

N. Kuman  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr



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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE SECOND MEETING IN ACADEMIC YEAR 2018-19

**Date:** 15<sup>th</sup> December 2018

**Time:** 2:45 p.m.

**Venue:** ICT Room

### Members Present:

Dr. Fr. M.K. Jose SJ (Principal)

Asst. Prof. Niraj Kumar

Asst. Prof. Keerti Minj

Asst. Prof. Md Zafar Aqubal

Asst. Prof. Ravi Roshan Minj

Asst. Prof. Neelam Nilima Tirkey

Neeraj Xalxo Part-III Geo.

Varsha Kumari Part-II Phy.

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

N. Kumar

Keerti Minj

Zafar

Ravi R. Minj

N. Tirkey

N. Xalxo

V. Kumari

### Agenda:

- To review the case of ragging if any
- To organize Anti-Ragging awareness programs
- To guide the day scholar about Anti-Ragging
- Guidance to Hosteller students

### Discussion:

1. The minutes of the last meeting was read and passed.
2. There was no case of regarding ragging of students.
3. All the members of committee should guide and make the students and hostel girls aware of this issue.

The meeting was concluded at 3:15 p.m.

N. Kumar  
Coordinator

Chairperson

Principal  
St. Xavier's College  
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## ACTION TAKEN REPORT FOR SECOND MEETING HELD ON 15<sup>th</sup> DECEMBER 2018

1. It was reported that there were no cases of ragging involving students. This was a positive sign, indicating a safe and welcoming environment within the college.
2. It was decided that all the members of the committee should guide and make students and hostel girls aware of the issue of ragging.
3. The following actions were taken:
  - To organize awareness sessions or workshops to educate students about the consequences of ragging and the importance of maintaining a ragging-free environment.
  - To distribute informational materials or pamphlets to students and hostel residents on anti-ragging measures and reporting mechanisms.
  - To encourage open communication channels for students to report any instances of ragging confidentially.
  - To collaborate with college staff and hostel authorities to reinforce anti-ragging policies and vigilance.

N. Kumar  
Coordinator

Chairperson

Pnnicipal  
St.Xavier's College  
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Date: 1<sup>st</sup> September, 2019

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

Date: 6<sup>th</sup> September, 2019

Time: 2:30 p.m.

Venue: Meeting Room

#### AGENDA:

- Introduction of all the members of the committee
- Purpose of the committee

Ravi R. Minj  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr



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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE FIRST MEETING IN ACADEMIC YEAR 2019-20

**Date:** 6<sup>th</sup> September, 2019

**Time:** 2:30 p.m.

**Venue:** Meeting Room

### Members Present:

Dr. Fr. M.K. Jose SJ (Principal)  
Asst. Prof. Ravi Roshan Minj  
Asst. Prof. Neha Minj  
Asst. Prof. Maxentius Kujur  
Asst. Prof. Sonam Gupta  
Asst. Prof. Rashmi Suman Toppo  
Asst. Prof. Avay Sukut Dungdung  
Ranjna Tigga Sem-3 Acct.

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Ravi R. Minj

N. Minj

Maxentius Kujur

S. Gupta

R.S. Toppo

A.S. Dungdung

R. Tigga

### Absent:

Manisha Kujur Sem-5 Phy

### Agenda:

- Introduction and welcome to the members of the committee
- Purpose of the committee

### Discussion:

1. The minutes of the last meeting was read and passed.
2. The Newly appointed members introduced themselves to the committee. The Chairperson and Coordinator welcomed all the members.
3. The chairperson explained the purpose of the committee that Ragging is a punishable crime and requested the faculty members to guide the students so that they would not do or involve in such activities.

The meeting was concluded at 03:15 p.m.

Ravi R. Minj  
Coordinator

Chairperson

Principal  
St. Xavier's College  
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## ACTION TAKEN REPORT FOR FIRST MEETING HELD ON 6<sup>th</sup> SEPTEMBER, 2019

1. Faculty members decided to play a proactive role in guiding and counselling students to prevent their involvement in ragging or related activities. The potential consequences of ragging for both the victims and the perpetrators were discussed to raise awareness about the seriousness of the issue.
2. Written materials and resources related to anti-ragging policies, procedures, and guidelines were provided to the Committee Members and they were encouraged to initiate discussions and awareness campaigns in their respective departments to educate students about the consequences of ragging.
3. A system for reporting ragging incidents or concerns anonymously was established to ensure a safe and confidential way for students and staff to communicate potential issues.

Ravi R. Mishra  
Coordinator

Chairperson

Principal  
St. Xavier's College  
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Date: 30<sup>th</sup> November, 2019

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

Date: 2<sup>nd</sup> December, 2019

Time: 2:45 p.m.

Venue: Meeting Room

#### AGENDA:

- Punctuality
- Maintenance of discipline in the college campus.
- Students wear college uniform and ID card
- Student Discipline Committee
- Discipline related poster /Boards in the college campus

Ravi R. Mini  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr



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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE SECOND MEETING IN ACADEMIC YEAR 2019-20

**Date:** 2<sup>nd</sup> December, 2019

**Time:** 2:45 p.m.

**Venue:** Meeting Room

### Members Present :

Dr. Fr. M.K. Jose SJ (Principal)  
Asst. Prof. Ravi Roshan Minj  
Asst. Prof. Neha Minj  
Asst. Prof. Maxentius Kujur  
Asst. Prof. Sonam Gupta  
Asst. Prof. Rashmi Suman Toppo  
Asst. Prof. Avay Sukut Dungdung,  
Manisha Kujur Sem-5 Phy.  
Ranjna Tigga Sem-3 Acct.

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

Ravi R. Minj

N. Minj

S. Gupta

R. S. Toppo

A. S. Dungdung

M. Kujur

R. Tigga

### Agenda:

- Punctuality
- Maintenance of discipline in the college campus.
- Students wear college uniform and ID card
- Student Discipline Committee
- Discipline related poster /Boards in the college campus

### Discussion:

1. The minutes of the last meeting was read and passed.
2. All Teaching Faculties and Non-Faculties were directed to reach college by 08:45 a.m.
3. Members of the committee were requested to check the discipline and were directed to see the students were in the classrooms after the second bell. Student discipline committee would be prepared.
4. Discipline related posters and boards, related to Anti-ragging and discipline should be kept in the college campus.

The meeting was concluded at 03:30 p.m.

Ravi R. Minj  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT FOR SECOND MEETING HELD ON 2<sup>nd</sup> DECEMBER, 2019

1. An internal memo was circulated to all teaching faculties and non-faculty staff members, reiterating the importance of punctuality. A tracking system was implemented to monitor staff attendance, ensuring that everyone arrived by 08:45 a.m.
2. Periodic reminders and notifications were sent out to reinforce the punctuality requirement. Compliance with this directive was monitored and reported to the college administration regularly
3. The committee responsible for checking student discipline was formed as per the directive. The committee members received specific guidelines and training on how to assess and maintain discipline on campus.
4. Posters and boards related to anti-ragging and discipline were designed and printed in accordance with college policies and guidelines. Strategic locations across the college campus were identified for the placement of these posters and boards.
5. Overall, these directives were diligently implemented to foster a disciplined and organized environment within the college campus. The college administration continuously monitored and evaluated the effectiveness of these measures to ensure a positive and conducive learning atmosphere for both staff and students.

Ravi R. Mishra  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr



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Date: 16<sup>th</sup> September, 2020

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

Date: 26<sup>th</sup> September, 2020

Time: 12:30 p.m.

Venue: Zoom Meeting (Online)

#### AGENDA:

- Introduction of all the members of the committee
- Purpose of the committee

Ravi R. Mishra  
Coordinator

Chairperson

Principal  
St. Xavier's College  
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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE FIRST MEETING IN ACADEMIC YEAR 2020-21

**Date:** 26<sup>th</sup> September, 2020

**Time:** 12:30 p.m.

**Venue:** Zoom Meeting (Online)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Ravi Roshan Minj  
Asst. Prof. Neha Minj  
Asst. Prof. Maxentius Kujur  
Asst. Prof. Sonam Gupta  
Asst. Prof. Rashmi Suman Toppo  
Asst. Prof. Fr. Simon Murmu  
Asst. Prof. Surabhi Sinha  
Jitendra Ram Sem-5 Pol.Sci.,  
Kajal Kumari Sem-3 Bot.

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

Member

Ravi R. Minj

N. Minj

Minj

S. Gupta

R. S. Toppo

S. Murmu

Simha

Jitendra R.

Kajal Kumari

### Agenda:

- Introduction of all the members of the committee
- Purpose of the committee

### Discussion:

1. The minutes of the last meeting was read and passed.
2. The Newly appointed members introduced themselves to the committee. The Chairperson and Coordinator welcomed all the members.
3. The chairperson explained the purpose of the committee that Ragging is a punishable crime and requested the faculty members to guide the students so that they would not do or involve in such activities.

The meeting was concluded at 01:20 p.m.

Ravi R. Minj  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT FOR FIRST MEETING HELD ON 26<sup>th</sup> SEPTEMBER, 2020

1. The Chairperson and Coordinator welcomed all the members.
2. The Chairperson explained the purpose of the committee, emphasizing that ragging is a punishable crime.
3. Orientation sessions and workshops were organized for students at the beginning of the academic year to educate them about the consequences of ragging and the college's zero-tolerance policy.
4. Anti-ragging posters and information were displayed in prominent areas around the college campus.
5. An Internal mechanism was established for students to report any incidents of ragging confidentially.
6. Awareness campaigns were conducted periodically to remind students about the importance of maintaining a safe and respectful environment.

Ravi R. Mishra  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr



# ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

Accredited with 'B' Grade by NAAC

AISHE-C-42763

ISO-9001:2015

Phone: 9508440233/08987890754 Email: [sxcmadanr@gmail.com](mailto:sxcmadanr@gmail.com) website: [www.sxcm.co.in](http://www.sxcm.co.in)

Date: 22<sup>nd</sup> January, 2021

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

Date: 29<sup>th</sup> January, 2021

Time: 01:00 p.m.

Venue: Zoom Meeting (Online)

#### AGENDA:

- To review the case of ragging if any
- To organize Anti-Ragging awareness programs
- Attendance of Students
- Notice board and flex for anti-ragging instruction

Ravi R. Minj  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr



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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE SECOND MEETING IN ACADEMIC YEAR 2020-21

**Date:** 29<sup>th</sup> January, 2021

**Time:** 01:00 p.m.

**Venue:** Zoom Meeting (Online)

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Ravi Roshan Minj  
Asst. Prof. Neha Minj  
Asst. Prof. Maxentius Kujur  
Asst. Prof. Sonam Gupta  
Asst. Prof. Rashmi Suman Toppo  
Asst. Prof Fr. Simon Murmu  
Asst. Prof Surabhi Sinha  
Jitendra Ram Sem-5 Pol.Sci.,  
Kajal Kumari Sem-3 Bot.

Chairperson

Coordinator

Member

Member

Member


Member

Member

Member

Member

Member

  
Ravi, R. Minj  
N. Minj  
S. Gupta  
R. S. Toppo  
S. Murmu  
Jitendra R.  
Kajal Kumari

### Agenda:

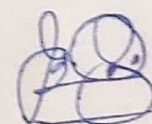
- To review the case of ragging if any
- To organize Anti-Ragging awareness programs
- Attendance of Students
- Notice board and flex for anti-ragging instruction

### Discussion:

1. The minutes of the last meeting was read and passed.
2. There was no case of ragging in the College.
3. It was discussed that proper flex or notice would be displayed with caption "Ragging is a crime, trespassers would be prosecuted" at the main gate and entrance of college.

The meeting was concluded at 1:50 p.m.

Ravi R. Minj  
Coordinator



Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT FOR SECOND MEETING HELD ON 29<sup>th</sup> JANUARY, 2021

1. It's great to hear that there was no case of ragging in the college. To address the issue and ensure that it remains ragging-free.
2. A notice was displayed with the caption "Ragging is a crime, trespassers will be prosecuted" at the main gate and entrance of the college. This action served as a deterrent and rose awareness about the consequences of ragging.
3. These were the following actions taken to implement the decision effectively:
  - To conduct Awareness Campaign orientation sessions for students and staff at the beginning of each academic year to reinforce the message that ragging is strictly prohibited.
  - To define the consequences of engaging in ragging in the college's code of conduct and regulations and enforce strict disciplinary actions against those found guilty of ragging, as per college policies and applicable laws.
  - To conduct periodically review for effectiveness of these measures and make necessary adjustments to maintain a safe and ragging-free environment.
  - To demonstrate its commitment to preventing ragging and fostering a safe and inclusive learning environment for all students and to ensure that these measures consistently implemented and reinforced over time

Ravi R. Mishra  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr



# ST. XAVIER'S COLLEGE MAHUADANR

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Date: 6<sup>th</sup> August 2021

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

Date: 13<sup>th</sup> August 2021

Time: 12:00 p.m.

Venue: Meeting Room

#### AGENDA:

- Proper Uniform
- Punctuality

*Ranjit M. Xess*

Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr



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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE FIRST MEETING IN ACADEMIC YEAR 2021-2022

**Date:** 13<sup>th</sup> August 2021

**Time:** 12:00 p.m.

**Venue:** Meeting Room

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Ronit Marcel Xess  
Asst. Prof. Fr. John Tirkey  
Asst. Prof. Fr. Simon Murmu  
Asst. Prof. Maxtentius Kujur  
Asst. Prof. Surabhi Sinha  
Asst. Prof. Manisha Baxla,  
Jigyasa Topno Sem-5 Math,  
Avinash Tigga Sem-3 Pol.Sci

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

*[Handwritten signatures]*  
Ronit M. Xess  
J. Tirkey  
S. Murmu  
Whip  
Sinha  
Manisha B.  
J. Topno  
A. Tigga

### Agenda:

- Proper Uniform
- Punctuality

### Discussion:

1. The minutes of the last meeting was read and passed.
2. The discussion regarding Proper uniform and punctuality of students was done.
3. It was discussed to give information regarding uniform.
4. It was discussed to give a warning to the late comers and non punctual students to come regularly and on time i.e. 9:00 a.m.

The meeting was concluded at 1:30 p.m.

*[Handwritten signature]*  
Coordinator

*[Handwritten signature]*  
Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT FOR FIRST MEETING HELD ON 13<sup>th</sup> AUGUST 2021

1. To prepared detail guidelines regarding the proper uniform for students, including specific dress code requirements such as attire, shoes, and accessories.
2. To distribute this information to all students through official college websites, notice boards, and whatApps groups.
3. To instruct all the departments to identify latecomers and non-punctual students through attendance records or other means and issue formal warnings to these students, clearly stating the importance of punctuality and the consequences of repeated tardiness.
4. To communicate with the parents or guardians of latecomers and non-punctual students to inform them about their children's attendance issues and the college's expectations regarding punctuality.
5. To conduct awareness campaigns and workshops on the importance of punctuality for students, highlighting how to contribute to academic success and professional development.
6. To use various communication channels to reinforce the message about punctuality.

*Roult M. Xess*

Coordinator

Chairperson

**Principal  
St. Xavier's College  
Mahuadanr**



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Date: 21<sup>st</sup> October 2021

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

Date: 28<sup>th</sup> October 2021

Time: 12:00 p.m.

Venue: ICT Room

#### AGENDA:

- ID for students.
- Proper use of college property.
- Notice Board and Flex for Anti ragging instructions.

*Ronit M. Xess*

Coordinator

Chairperson

*Principal*  
St. Xavier's College  
Mahuadanr



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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE SECOND MEETING IN ACADEMIC YEAR 2021-2022

**Date:** 28<sup>th</sup> October, 2021

**Time:** 12:00 p.m.

**Venue:** ICT Room

### Members Present:

Dr. Fr. M.K. Jose SJ (Principal)

Asst. Prof. Ronit Marcel Xess

Asst. Prof. Fr. John Tirkey

Asst. Prof. Fr. Simon Murmu

Asst. Prof. Maxtentius Kujur

Asst. Prof. Surabhi Sinha

Asst. Prof. Manisha Baxla

Jigyasa Topno Sem-5 Math

Avinash Tigga Sem-3 Pol.Sci.

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

*[Handwritten signatures]*  
Ronit M. Xess  
J. Tirkey  
S. Murmu  
Maxtentius Kujur  
Surabhi Sinha  
Manisha B.  
J. Topno  
A. Tigga

### Agenda:

- ID for students
- Proper use of college property
- Notice Board and Flex for Anti ragging instructions

### Discussion:

1. The discussion regarding IDs for students, proper use of college property and flex for anti-ragging instructions was done.
2. To give information regarding IDs and use of college property.
3. To put up a flex of anti-ragging instructions in front of the college entrance gate.

The meeting was concluded at 1:30 p.m.

*[Handwritten signature]*  
Coordinator

*[Handwritten signature]*  
Chairperson

**Principal**  
**St. Xavier's College**  
**Mahuadanr**





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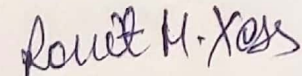
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## ACTION TAKEN REPORT FOR SECOND MEETING HELD ON 28<sup>th</sup> OCTOBER 2021

1. A clear process for issuing student IDs, including deadlines and requirements for verify the identity of each student before issuing the ID card was established.
2. Guidelines were provided for the consequences of misusing or losing the ID card.
3. Assigned responsible staff and security personnel to monitor the proper use of college property. Created a reporting mechanism for any misuse or damage to college property.
4. Flex/banner was designed with the anti-ragging instructions as decided. The flex is securely and prominently displayed, with proper lighting for visibility.
5. Periodically review the effectiveness of these measures and some necessary adjustments. Solicit feedback from students, faculty, and staff to assess the impact of the anti-ragging flex and compliance with ID and property use guidelines.

  
Coordinator



Chairperson

**Principal**  
**St. Xavier's College**  
**Mahuadanr**



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Date: 19<sup>th</sup> November 2021

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

Date: 26<sup>th</sup> November 2021

Time: 12:00 p.m.

Venue: Library

#### AGENDA:

- Preparation of youth day cum college day
- Maintaining Decorum during events

*Ronit M. Xess*

Coordinator

*[Signature]*

Chairperson

Principal  
St. Xavier's College  
Mahuadanr



# ST. XAVIER'S COLLEGE MAHUADANR

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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE THIRD MEETING IN ACADEMIC YEAR 2021-2022

**Date:** 26<sup>th</sup> November 2021

**Time:** 12:00 p.m.

**Venue:** Library

### Members Present:

Dr. Fr. M.K. Jose SJ (Principal)

Asst. Prof. Ronit Marcel Xess

Asst. Prof. Fr. John Tirkey

Asst. Prof. Fr. Simon Murmu

Asst. Prof. Maxtentius Kujur

Asst. Prof. Surabhi Sinha

Asst. Prof. Manisha Baxla

Jigyasa Topno Sem-5 Math

Avinash Tigga Sem-3 Pol. Sci.

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

### Agenda:

- Preparation of youth day cum college day
- Maintaining Decorum during events

### Discussion:

1. It was discussed to prepare youth day cum college day and maintaining decorum during events took place.
2. It was discussed to maintain discipline during college day and for that student's council was assigned with different tasks.
3. It was discussed to instruct student's council to maintain decorum in the college campus and to inform higher authority if anyone was found disturbing the environment of the college.

The meeting was concluded at 1:30 p.m.

*Ronit M. Xess*

Coordinator

*[Signature]*

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT FOR THIRD MEETING HELD ON 26<sup>th</sup> NOVEMBER 2021

1. To compile a list of specific tasks and responsibilities to be assigned to the Student's Council members for organizing and maintaining discipline during College Day and Youth Day events and to include event coordination, crowd management, and ensuring the smooth flow of the program.
2. To ensure a clear line of communication between the Student's Council and college authorities during the events. College officials should be available to respond to reports and provide guidance as needed.
3. To develop an emergency response plan in case of severe disturbances or incidents that would require immediate action and to include steps for contacting law enforcement or medical assistance if necessary.

*Roult M. Xess*

Coordinator

Chairperson

*Principal*  
**St. Xavier's College**  
**Mahuadanr**



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Date: 27<sup>th</sup> August, 2022

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

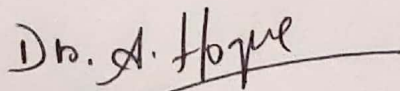
Date: 3<sup>rd</sup> September, 2022

Time: 2:30 p.m.

Venue: Meeting Room

#### AGENDA:

- Introduction of the new members of the committee
- Purpose of the committee

  
Coordinator

  
Chairperson

Principal  
St. Xavier's College  
Mahuadanr



# ST. XAVIER'S COLLEGE MAHUADANR

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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE FIRST MEETING IN ACADEMIC YEAR 2022-23

**Date:** 3<sup>rd</sup> September, 2022

**Time:** 2:30 p.m.

**Venue:** Meeting Room

### Members:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Dr. Md. Areful Hoque  
Asst. Prof. Neha Minj  
Asst. Prof. Maxtentius Kujur  
Asst. Prof. Shephali Prakash  
Asst. Prof. Surabhi Sinha  
Asst. Prof. Dr. Fr. Samir Toppo SJ  
Rupen Ekka Sem-5 Acct.  
Akansha Kumari Sem-5 Bot.

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

Dr. A. Hoque

N. Minj

M. K. Jose

Prakash

Sinha

Samir

R. Ekka

A. Kumari

### Agenda:

- Introduction of the new members of the committee
- Purpose of the committee

### Discussion:

1. The minutes of the last meeting were read and passed.
2. The Newly appointed members introduced themselves to the committee. The Chairperson and Coordinator welcomed all the members.
3. The chairperson explained the purpose of the committee that Ragging is a punishable crime and requested the faculty members to guide the students so that they would not do or involve in such activities.

The meeting was concluded at 3:15 p.m.

Dr. A. Hoque  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT FOR FIRST MEETING HELD ON 3<sup>rd</sup> SEPTEMBER, 2022

1. To organize training sessions and workshops for faculty members to equip them with the knowledge and skills needed to effectively guide and educate students about the consequences of ragging.
2. To develop and implemented awareness campaigns to inform students about the committee's purpose, college policies against ragging, and the legal repercussions of engaging in such activities.
3. To develop and implement a comprehensive anti-ragging policy to outline clear consequences for offenders and support systems for victims to ensure that this policy aligns with relevant legal requirements.

Dr. A. Hogre

Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr



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Date: 10<sup>th</sup> October, 2022

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

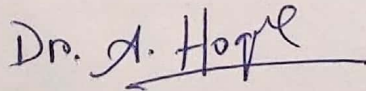
**Date:** 17<sup>th</sup> October, 2022

**Time:** 2:45 p.m.

**Venue:** ICT Room

#### AGENDA:

- To review the case of ragging if any
- To maintain discipline during the inauguration of college Auditorium

  
**Coordinator**

  
**Chairperson**

**Principal**  
**St. Xavier's College**  
**Mahuadanr**



# ST. XAVIER'S COLLEGE MAHUADANR

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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE SECOND MEETING IN ACADEMIC YEAR 2022-23

Date: 17<sup>th</sup> October, 2022

Time: 2:45 p.m.

Venue: ICT Room

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Dr. Md. Areful Hoque  
Asst. Prof. Neha Minj  
Asst. Prof. Maxtentius Kujur  
Asst. Prof. Shephali Prakash  
Asst. Prof. Dr. Fr. Samir Toppo SJ  
Rupen Ekka Sem-5 Acct.  
Akansha Kumari Sem-5 Bot.

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Dr. A. Hoque

N. Minj

Shephali Prakash

Samir

R. Ekka

A. Kumari

### Absent:

Asst. Prof. Surabhi Sinha

### Agenda:

- To review the case of ragging if any
- To maintain discipline during the inauguration of college Auditorium

### Discussion:

- The minutes of the last meeting was read and passed.
- It was discussed to conduct an Orientation Programs to promote human values.
- It was discussed to organize an Anti-Ragging awareness program for final year students. Asst. Prof. Maxtentius Kujur would give a speech to the students about anti-ragging and Asst. Prof. Dr. Md Areful Hoque would prepare a PPT on legal action which could be taken, if any ragging would take place in the college premise.

The meeting was concluded at 3:15 p.m.

Dr. A. Hoque

Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT FOR SECOND MEETING HELD ON 17<sup>th</sup> OCTOBER, 2022

1. To collaborate with faculty members to create engaging and informative content that emphasizes human values, ethics, and responsible behaviour for the Orientation Programme which would include presentations, discussions, and interactive activities.
2. To collect feedback from students after the orientation programs to assess their impact and gather suggestions for improvement and use this feedback to refine future programs.
3. To develop comprehensive plan for the Anti-Ragging awareness program, specifying its objectives, duration, agenda, and logistical requirements. Asst. Prof. Maxentius Kujur would ensure that his speech would be informative, engaging, and emphasizes the importance of maintaining a ragging-free campus.
4. Asst. Prof. Dr. Md Areful Hoque would prepare the PPT presentation on the legal actions that could be taken in case of ragging incidents. The PPT would provide clear and accurate information on legal consequences.

*Dr. A. Hoque*

Coordinator

Chairperson

*Principal*  
**St. Xavier's College**  
**Mahuadanr**



# ST. XAVIER'S COLLEGE MAHUADANR

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Accredited with 'B' Grade by NAAC

AISHE-C-42763

ISO-9001:2015

Phone: 9508440233/08987890754 Email: [sxcmadanr@gmail.com](mailto:sxcmadanr@gmail.com) website: [www.sxcm.co.in](http://www.sxcm.co.in)

Date: 1<sup>st</sup> November, 2022

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

Date: 5<sup>th</sup> November, 2022

Time: 2:45 p.m.

Venue: ICT Room

#### AGENDA:

- To review the case of ragging if any
- To organized Anti-Ragging awareness programs
- To guide the day scholars about Anti-Ragging
- Guidance to Hostellers

*Dr. A. Hogue*  
Coordinator

Chairperson

Principal  
St. Xavier's College  
Mahuadanr



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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE THIRD MEETING IN ACADEMIC YEAR 2022-23

**Date:** 5<sup>th</sup> November, 2022

**Time:** 2:45 p.m.

**Venue:** ICT Room

### Members Present:

Dr. Fr. M. K. Jose SJ (Principal)  
Asst. Prof. Dr. Md. Areful Hoque  
Asst. Prof. Neha Minj  
Asst. Prof. Maxtentius Kujur  
Asst. Prof. Shephali Prakash  
Asst. Prof. Surabhi Sinha  
Asst. Prof. Dr. Fr. Samir Toppo SJ  
Rupen Ekka Sem-5 Acct.  
Akansha Kumari Sem-5 Bot.

Chairperson

Coordinator

Member

Member

Member

Member

Member

Member

Member

Member

*[Signatures]*  
Dr. A. Hoque  
N. Minj  
M. K. Jose  
S. Prakash  
S. Sinha  
S. Toppo  
R. Ekka  
A. Kumari

### Agenda:

- To review the case of ragging if any
- To organized Anti-Ragging awareness programs
- To guide the day scholars about Anti-Ragging
- Guidance to Hostellers

### Discussion:

1. The minutes of the last meeting was read and passed.
2. There was no case of ragging in the College.
3. All the members of the committee were asked to guide and help the day scholars and hostel students to say no to ragging.

The meeting was concluded at 3:15 p.m.

*[Signature]*  
Coordinator

*[Signature]*

Chairperson

Principal  
St. Xavier's College  
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## ACTION TAKEN REPORT FOR THIRD MEETING HELD ON 5<sup>th</sup> NOVEMBER, 2022

1. To assign committee members the responsibility of engaging with day scholars, individually and in groups to build positive relationships with day scholars and create an atmosphere where students feel comfortable discussing any concerns related to ragging.
2. Similarly, some faculties would work with hostel students regularly by conducting periodic meetings and discussions to address concern and provide guidance, and reinforce the importance of rejecting ragging.
3. To have regular committee meetings to review the progress of anti-ragging efforts and share experiences and best practices among committee members.

*Dr. A. Hogue*

Coordinator

Chairperson

**Principal  
St. Xavier's College  
Mahuadanr**



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Date: 16<sup>th</sup> November, 2022

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

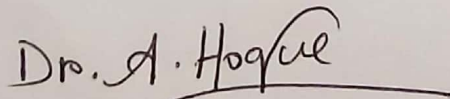
Date: 2<sup>nd</sup> December, 2022

Time: 2:45 p.m.

Venue: Meeting Room

#### AGENDA:

- Punctuality
- Maintenance of discipline in the college campus.
- Students wear college uniform and ID card
- Student Discipline Committee
- Discipline related poster /Boards in the college campus

  
Coordinator

  
Chairperson

Principal  
St. Xavier's College  
Mahuadanr



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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE FOURTH MEETING IN ACADEMIC YEAR 2022-23

**Date:** 2<sup>nd</sup> December, 2022

**Time:** 2:45 p.m.

**Venue:** Meeting Room

### Members Present:

Dr. Fr. M.K. Jose SJ (Principal)  
Asst. Prof. Dr. Md. Areful Hoque  
Asst. Prof. Neha Minj  
Asst. Prof. Maxtentius Kujur  
Asst. Prof. Shephali Prakash  
Asst. Prof. Surabhi Sinha  
Asst. Prof. Dr. Fr. Samir Toppo SJ  
Rupen Ekka Sem-5 Acct.  
Akansha Kumari Sem-5 Bot.

Chairperson

Coordinator

Member

Member

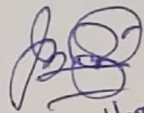
Member

Member

Member

Member

Member

  
Dr. A. Hoque  
N. Minj  
M. Kujur  
S. Prakash  
S. Sinha  
S. Toppo  
R. Ekka  
A. Kumari

### Agenda:

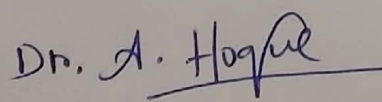
#### Punctuality

- Maintenance of discipline in the college campus
- Students wear college uniform and ID card
- Student Discipline Committee
- Discipline related poster /Boards in the college campus

### Discussions:

1. The minutes of the last meeting was read and passed.
2. It was discussed to check the discipline and direct the students into the classrooms after the second bell. Student discipline committee would be prepared.
3. It was discussed to keep discipline related posters and boards, related to Anti-ragging and discipline to keep in the college campus.

The meeting was concluded at 3:15 p.m.

  
Coordinator

  
Chairperson

Principal  
St. Xavier's College  
Mahuadanr





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## ACTION TAKEN REPORT FOR FOURTH MEETING HELD ON 2<sup>nd</sup> DECEMBER, 2022

1. To formally establish the Student Discipline Committee by selecting members from faculty and staff who are responsible, fair, and dedicated to maintain discipline within the college.
2. Committee Roles and Responsibilities:
  - To define the roles and responsibilities of committee members including checking classroom discipline, monitoring student behaviour, and ensuring punctuality.
  - To develop procedures for committee members to follow when monitoring discipline including conducting random checks during class hours, especially after the second bell.
  - Regular meetings for the Student Discipline Committee to review their findings, share insights, and strategize on addressing any recurring issues.
  - Posters and boards with clear and concise messages related to discipline, anti-ragging, and other relevant topics should be displayed. It was made sure that these boards were visually appealing and easy to understand and adhered in suitable places such as common areas, classrooms, corridors, and notice boards are

*Dr. A. Hoque*

Coordinator

Chairperson

Principal  
St. Xavier's College  
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Date: 28<sup>th</sup> January, 2023

## NOTICE

### ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE

Date: 4<sup>th</sup> February, 2023

Time: 2:45 p.m.

Venue: Meeting Room

Members:

#### AGENDA:

- Punctuality
- Maintenance of discipline in the college campus
- Students wear college uniform and ID card
- Student Discipline Committee
- Discipline related posters and Boards in the college campus

Dr. A. Hogue  
Coordinator

Chairperson

Principal  
St. Xavier's College  
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## ANTI-RAGGING CELL AND DISCIPLINE COMMITTEE MINUTES OF THE FIFTH MEETING IN ACADEMIC YEAR 2022-23

**Date:** 4<sup>th</sup> February, 2023

**Time:** 2:45 p.m.

**Venue:** Meeting Room

### Members Present:

Dr. Fr. M.K. Jose SJ (Principal)  
Asst. Prof. Dr. Md. Areful Hoque  
Asst. Prof. Neha Minj  
Asst. Prof. Shephali Prakash  
Asst. Prof. Surabhi Sinha  
Asst. Prof. Dr. Fr. Samir Toppo SJ  
Rupen Ekka Sem-5 Acet.

Chairperson

Coordinator

Member

Member

Member

Member

Member

R. Ekka

### Absent:

Asst. Prof. Maxtentius Kujur  
Akansha Kumari Sem-5 Bot.

### Agenda:

- Punctuality
- Maintenance of discipline in the college campus
- Students wear college uniform and ID card
- Student Discipline Committee
- Discipline related posters and Boards in the college campus

### Discussions:

1. The minutes of the last meeting was read and passed.
2. All Teaching and Non-Teaching Faculties were directed to reach College by 08:45 a.m.
3. Discipline related posters and boards related to Anti-ragging and Discipline should be kept in the College Campus.

The meeting was concluded at 3:15 p.m.

Dr. A. Hoque  
Coordinator

Chairperson

Principal  
St. Xavier's College  
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## ACTION TAKEN REPORT FOR FIFTH MEETING HELD ON 4<sup>th</sup> FEBRUARY, 2023

1. To assign a responsible staff member to monitor faculty punctuality and report any instances of tardiness to the relevant authority and establish consequences for faculty members who consistently arrive late and ensure that these consequences would be applied consistently.
2. To display discipline-related posters and boards with clear and engaging messages that emphasizes the importance of discipline and anti-ragging policies in the notice board and common places.
3. To launch awareness campaigns to draw attention to the posters and boards. Utilize college communication channels, social media, and college events to promote these messages.

Dr. A. Hogue  
Coordinator

  
Chairperson  
Principal  
St. Xavier's College  
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