

**Minutes of the meeting and action taken**

Venue : Board Room of Block C  
Date & Time : Wednesday July 24, 2019 at 12:00 Noon

Agenda :

1. To Curb the Menace of Ragging
2. Any other issues

Members Present :

1. Shri O.P. Jain, Chair
2. Shri M.L. Sharma
3. Shri P.K. Tiwari
4. Prof. V.K. Chandna
5. Prof. A. Williamson
6. Shri P.K. Gupta
7. Dr. Ruchi Mathur
8. Ms. Raj Pareek
9. Dr. Sandeep Vyas
10. Shri Sitaram Gurjar
11. Shri Sumish Bhatnagar
12. Shri Amitabh Gupta
13. Shri Nitin Singh
14. Shri Mukesh Kumar
15. Shri Ashok Sharma
16. Shri Ravi Bhatnagar
17. Shri Ashish Kulshrestha
18. Dr. Anita Jain

Meeting started at 12:00 Noon; following items were discussed –

1. Shri O.P. Jain, Chair of the meeting welcomed all members and thanked all for their untired efforts for refrain the campus ragging free, as no case of ragging was reported during the year 2018-19. He readout circular of Prof. Rajnish Jain, University Grants Commission. He focused on the Ragging free campus and discussed on the following points –
  - a. Constitution of Anti Ragging committees and Anti Ragging Squads, Monitoring Cell and Disciplinary committee.
  - b. Undertaking from the students and their parents
  - c. Security in the campus and in the buses
  - d. Display of ample posters of ragging free campus

- e. Duties and responsibilities of hostel wardens (male as well as female)
- f. Holding meetings, seminars, joint sensitization programmes involving students, faculty, parents, guardians, district authorities etc.
- g. Identifying vulnerable places in the campus.

2. Action taken –

- a. Shri Ravi Bhatnagar, Incharge College bus, will ensure faculty member, those who are travelling through College, should be seated in the last row of the bus and also every day they will share the photograph of College bus alongwith students.
  - b. Dr. Anita Jain, Librarian, will ensure that library staff members will take care of the students while students are in the library.
  - c. Ms. Raj Pareek, Incharge Girls Hostel, will ensure homely atmosphere in Girls hostel and also form an anti-ragging squad comprising senior students and the warden in the Girls' Hostel.
  - d. Shri P.K. Gupta, CAO, alongwith hostel wardens will ensure regular round in the College campus and the nearby area. He will also form a separate anti ragging squad for hostelers comprising senior, junior students and the wardens.
  - e. Shri P.K. Tiwari, Sr. Advisor will take sessions for the Senior Students and the new comers. Registrar will prepare a detailed program.
  - f. Initially for one month, OS office will prepare duty chart of faculty members for night shift in the College hostels by ensuring one female faculty member in Girls' hostel and two male faculty members in the boys' hostel. Faculty members will stay and take round during the night hours.
  - g. Prof. V.K. Chandna, Principal will interact with all staff members on 24/07/2019 at 3:00 PM for Curbing the Menace of Ragging. Registrar will coordinate the meeting.
  - h. Registrar will prepare zone wise duty chart of faculty members.
3. In the end Chair of the meeting thanked all members for their active participation.
4. Meeting ended with a vote of thanks to the Chair.

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ROLES & RESPONSIBILITIES CHART FOR NIGHT DUTY IN HOSTEL

<u>S. NO.</u>	<u>FROM</u>	<u>TO</u>	<u>LOCATION OF DUTY</u>	<u>REPORTING TO</u>	<u>SIGNATURE OF WARDEN</u>
<u>1.</u>	8 PM	9 PM	Presence in the Mess	Warden	
<u>2.</u>	9 PM	10 PM	Presence in the Lawn by the Male faculty member & Quadrangles by the Female faculty member	Warden	
<u>3.</u>	10 PM	11 PM	Hostel rooms visit	Warden	
<u>4.</u>	11 PM	11.30 PM	Tea time		
<u>5.</u>	11.30 PM	12.30 PM	Hostel rooms visit.	Warden	
<u>6.</u>	12.30 AM		Rest		
<u>7.</u>	3 AM	4 AM	Round of hostel and ground.	Warden	
<u>8.</u>	8 AM	9 AM	Tea & Breakfast		

Date: -

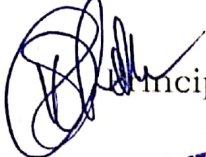
Signature of Faculty member



PRINCIPAL  
Jawahar Education College &  
Research Centre  
Tirth Road, Jodhpur-342022

08.08.2019	Saturday	Ms. Ritambhara, ECE	Mr. Honey Agarwal, ECE Mr. Ashish Ameria, CSE
18.08.2019	Sunday	Dr. Neha Singh, ECE	Dr. Suresh Kumar, E&H Mr. L. Senthil, EE
19.08.2019	Monday	Ms. Yazusha Sharma, ECE	Mr. Prahlad Kumar Sharma, CSE Mr. Teekam Singh, Civil
20.08.2019	Tuesday	Ms. Richa Sharma, CSE	Mr. Mohit Kumar, ECE Mr. Yogesh Duvcey, ME
21.08.2019	Wednesday	Ms. Preeti Sharma, IT	Mr. Anoop Kumar Mehta, CSE Mr. Hetram Sharma, Civil
22.08.2019	Thursday	Ms. Nida Khanam, Civil	Mr. Bhoopesh Kumawat, ECE Dr. Rishi Parcek, ME
23.08.2019	Friday	Ms. Sonali Chadha, EE	Mr. Satyendra Kumar, ME Mr. Brijesh Kumar Singh, IT
24.08.2019	Saturday	Dr. Seema Joshi, Chemistry	Mr. Akhil Maheshwari, Civil Mr. Sachin Gupta, CSE
25.08.2019	Sunday	Ms. Deepika Bansal, IT	Dr. Devesh Kumar, ME Mr. Shiv Shankar Sharma, Maths
26.08.2019	Monday	Dr. Rekha Mithal, Chemistry	Mr. Ravi Yadav, ME Mr. Narendra Sipani, Civil
27.08.2019	Tuesday	Ms. Palak Jindal, ME	Mr. Shailendra Srivastava, EE Mr. Jitendra Kumar Sharma, ECE
28.08.2019	Wednesday	Ms. Shikha Srivastava, IT	Dr. Ashok Singh Sekhawat, Maths Mr. Sunil Kumar Sharma, EE
29.08.2019	Thursday	Dr. Kashish Parwani, Maths	Mr. Taj Bahadur Singh, ME Mr. Manish Yadav, ECE
30.08.2019	Friday	Dr. Tripathi Gupta, Maths	Dr. Devesh Kumar, ME Dr. Prerak Bhardwaj, EE
31.08.2019	Saturday	Ms. Yogita, ECE	Mr. Shailesh Arrawatia, CSE Mr. Ashish Boiradia, Civil

All are required to submit their **report** in writing along with **Annexure A** to the Chief Hostel Warden/CAO next day. The CCL for the same shall be granted on the written recommendation of the CAO.

  
Principal

**Copy to-**

1. Vice -Chairman
2. Director
3. CAO/Chief Hostel Warden
4. All Programme Coordinator/HoD's - with a request to get the duty noted from all concerned in the Department.
5. Dean Ist Year
6. Dean IInd Shift

**PRINCIPAL**  
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# JAIPUR ENGINEERING COLLEGE & RESEARCH CENTRE

No. 15/19-20

29.07.2019

## CIRCULAR

Following faculty members will also perform the night duty from **8 PM to 9 AM** as per the dates mentioned below. They will visit the hostel mess during this period and will take meal in the respective hostel. They will report to Chief Hostel Warden -

<u>Date</u>	<u>Day</u>	<u>Girl's Hostel</u>	<u>Boy's Hostel</u>
01.08.2019	Thursday	Ms. Priyanka Mitra, CSE	Mr. Lalit Kumar Sharma , ME Mr. Yogesh Kumar Agarwal, Civil
02.08.2019	Friday	Ms. Kusum Yadav, IT	Mr. Ashok Singh Chundawat, EE Mr. Lokesh Kumar Sharma, ECE
03.08.2019	Saturday	Dr. Fauzia Siddiqui, ME	Mr. Rajan Kumar Jha, CSE Mr. Piyush Gautam, IT
04.08.2019	Sunday	Ms. Neelu Jain, E&H	Mr. Ashutosh Sharma, ECE Mr. Rahul Kumar Malee, EE
05.08.2019	Monday	Ms. Anima Sharma, CSE	Mr. Amit Mittal, Civil Mr. Akhilesh Paliwal, ME
06.08.2019	Tuesday	Ms. Shivangni Khandelwal, Civil	Mr. Akhil Vijay, ME Mr. Naveen Kumar Kedia, IT
07.08.2019	Wednesday	Ms. Preeti Barot, ECE	Mr. Arihant Kumar Jain, CSE Mr. Sumit Saini, Civil
08.08.2019	Thursday	Ms. Shweta Saxena, IT	Mr. Raj Kumur Jain, ECE Mr. Ram Singh, EE
09.08.2019	Friday	Ms. Neha Agarwal, EE	Mr. Rajendra Kumar Gupta, ME Mr. Devesh Gupta, ECE
10.08.2019	Saturday	Dr. Ruchida Barmen, E&H	Mr. Ravindra Kumar, ME Mr. Hitesh Nagar, Civil
11.08.2019	Sunday	Ms. Yogita Punjabi, CSE	Mr. Vishal Sharma, EE Mr. Deepak Shakhala, ECE
12.08.2019	Monday	Ms. Priya Gupta, IT	Mr. Kuldeep Sharma, ME Mr. Amit Mithal, CSE
13.08.2019	Tuesday	Dr. Vijeta Kumawat, CSE	Mr. Kanishak Jain, CSE Mr. Dilip Kumar Prajapati, ME
14.08.2019	Wednesday	Ms. Seema Yadav, IT	Mr. Abhishek Dixit, CSE Mr. Ashish Boraيدا, Civil
15.08.2019	Thursday	Ms. Monika Sharma, Civil	Mr. Gopal Tiwari, EE Mr. Abhishek Kumar, ME
16.08.2019	Friday	Dr. Nilam Choudhary, CSE	Mr. Rajesh Kumar Bhathija, ECE Dr. Manish Srivastava, ME