



5.1.5: Student support and progression Minutes of the Meeting Grievance and Redressal/POSH/Anti-ragging Committee

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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting 2018-2019

Date: 15/3/ 2019, Friday
Time: 10:00am-11:00am
Venue: Principal Office

The meeting of Grievance Redressal committee was held on 15/03/19 in the office of officiating Principal under the chairmanship of Prof Sheetal Saxena.

Agenda of the meeting:

- To provide Telephone facility for students during week days.
- The quality and taste of the food need improvement.
- Address issues related to absenteeism of students.
- Any other relevant subject at the time of meeting.

Minutes of Meeting:

- Minutes of earlier meeting were read by Ms. Ancy Varkey, Associate Professor and approved by chairperson.
- **Food Quality and Mobile Phone Access:**
Ms. Ancy Varkey highlighted concerns regarding food quality and student access to mobile phones. After thorough discussion, the college has decided to implement several measures:
 - Providing a designated mobile phone to the hostel in charge for student use on weekdays.
 - Introducing weekly provisions of seasonal fruits, non-vegetarian options, and paneer for vegetarian students.
 - Offering evening snacks and special dishes during festive or noteworthy occasions.
- **Addressing Student Absenteeism:**
Ms. Jini Varghese, Class coordinator raised the issue of frequent absences by Ms. Muskan Ingle, a second-year B.Sc. (N) student, without prior notification to the class coordinator. In response, the chairperson has instructed the following actions:
 - Notifying Ms. Ingle's parents about her absenteeism.
 - Requesting a written application from her parents on her behalf.





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→ Proposing a comprehensive approach to identify root causes of absenteeism, which may include health concerns, personal matters, lack of motivation, or academic difficulties.

- **Psychosocial Support for Students:** It was decided during the discussion that all psychosocial issues pertaining to students will be directly reported to the psychosocial counselling cell by the class teacher. This streamlined process ensures that students receive necessary support and intervention when facing emotional or psychological challenges.

The following members were present for the meeting.

Prof. Aradhna Michael
Professor & HOD
Community Health Nursing

Prof. Shreeja Vijayan
IQAC Coordinator
Professor & HOD
Child Health Nursing

Ms. Ancy Varkey
Asso. professor & Coordinator

Ms. Jini Varghese
Asso. Professor
Medical Surgical Nursing

Ms. Sunimol A. Kumar
Asst. Professor


Chairperson Committee





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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting 2018-2019

Date: 13/6/ 2019, Thursday
Time: 11:00am-12:00Pm
Venue: Conference Room

The meeting of Grievance Redressal committee was held on 13/6/19 in the conference room under the chairmanship of officiating Principal Prof Sheetal Saxena.

Agenda of the meeting:

- To restrict the entry of Dogs in campus.
- To address the drinking water quality issues.
- Improvement of Hostel infrastructure. Infrastructure
- Any other relevant subject at the time of meeting.

Minutes of Meeting:

- Minutes of earlier meeting were read by Ms. Sunimol A Kumar, Asst.Lecturer and approved by chairperson.
- Ms. Ancy Varkey, in her role as Hostel Incharge, addressed concerns regarding disturbances caused by dogs on campus, as well as issues with the hostel's infrastructure and drinking water quality. The following actions were proposed:
 - Repairing and securing hostel gates and doors to mitigate disruptions caused by dogs.
 - Undertaking necessary repairs to enhance the overall integrity of the hostel's infrastructure.
 - Implementing measures to improve the quality of drinking water, thereby reducing instances of student illness.
- The Chairperson recommended notifying the relevant department to address the aforementioned issue effectively.
- Meeting was adjourned at 12:15 PM.





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The following members were present for the meeting.

Prof. Sheetal Saxena
Officiating Principal

Prof. Shreeja Vijayan
IQAC Coordinator
Professor & HOD
Child Health Nursing

Ms. Ancy Varkey
Asso. professor & Coordinator

Ms. Sunimol A. Kumar
Asst. Professor


Chairperson Committee





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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting 2018-2019

Date: 10/9/ 2019, Tuesday
Time: 3:00am-3:30PM
Venue: Principal Office

The meeting of Grievance Redressal committee was held on 10/9/19 in the office of officiating Principal under the chairmanship of Prof. Sheetal Saxena.

Agenda of the meeting:

- Action taken measures of Previous Meeting minutes held on 13/6/2019,
- Need to appoint full time Wardon for Hostel.
- Any other relevant subject at the time of meeting.

Minutes of Meeting:

- Minutes of earlier meeting were read by Ms. Ancy Varkey, coordinator and approved by chairperson. Ms. Varkey has also reported about the action taken measures taken to redress the grievances of last meeting.
- She informed that-
 - Respective department were informed about the concern and the dogs were taken away by themunicipal authority.
 - The issue was raised to the maintenance department and they have changed the main door and gates of the hostel.
 - Management decided to place a centralized water purifier and cooling system to improve the quality of drinking water.
- Professor Shreeja Vijayan proposed the appointment of a full-time warden for the hostel to ensure student welfare and uphold discipline. The chairperson committed to addressing this promptly.
- Ms. Sunimol A. Kumar brought to attention the misconduct of Ms. Donal Bhardwaj, a fourth year B.Sc. (N) student, towards peers and juniors. It was resolved to escalate this matter to the institutional discipline committee for investigation, with direct reporting to the chairperson.
- The meeting concluded at 3:30 PM.





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The following members were present for the meeting.

Prof. Aradhna Michael
Professor &HOD
Community Health Nursing

Prof. Shreeja Vijayan
IQAC Coordinator
Professor & HOD
Child Health Nursing

Ms. Ancy Varkey
Asso. professor & Coordinator

Ms. Sunimol A. Kumar
Asst. Professor

Chairperson Committee





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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting 2019-2020

Date: 3/12/ 2019, Tuesday
Time: 12:00PM-1:00 PM
Venue: Conference Room

The meeting of Grievance Redressal committee was held on 3/12/19 in the Conference Room under the chairmanship of Prof. Aradhana Michael.

Agenda of the meeting:

- Review of the Minutes of Previous meeting held on 10/9/2019.
- To Renovate the rooms and washrooms of student hostel.
- To maintain Strict study hour for students to improve academic performance of students.
- Any other relevant subject at the time of meeting.

Minutes of Meeting:

- Minutes of earlier meeting were read by Ms. Ramya Pillai, Assist. Professor and approved by chairperson. She read out the action taken measures of issues discussed in previous meeting.
 - Two wardens were appointed among which one was for 24×7.
 - Parents of Ms. Muskan were notified about the incident through proper channel. Student was told to sit extra hours in library after college. Application from parents was submitted on the behalf of student.
 - Written apology letter was obtained by the student. First and last verbal warning was given by the discipline committee of college. Class coordinator was advised to monitor the student activity. Hostel in-charge was advised to monitor such behaviour and report promptly.
- Responding to student feedback on the need for washroom renovations, it has been determined that renovations will be carried out in the new building hostel, including both washrooms and several rooms.
- Ms. Ramya Pillai, Class Coordinator for B.Sc. Nursing III Year, informed the committee of a third-year B.Sc. Nursing student's referral to the Psychosocial Counselling Cell due to emotional dysregulation, poor coping skills, and difficulty in adjusting to daily life events. The student is currently undergoing regular counselling sessions provided by the Psychosocial Counselling Cell.





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- In efforts to enhance academic performance and support students with slower learning pace, the chairperson proposed the establishment of study hours in the hostel mess, where hostel faculty will be appointed to supervise and assist students.
- Meeting adjourned at 1:15 pm.

The following members were present for the meeting.

Prof. Sheetal Saxena
Officiating Principal

Prof. Shreeja Vijayan
IQAC Coordinator
Professor & HOD
Child Health Nursing

Ms. Ancy Varkey
Asso. professor & Coordinator

Ms. Sunimol A. Kumar
Asst. Professor

Ms. Ramya Pillai
Asst. Lecturer


Committee Chairperson





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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting 2019-2020

Date: 10/03/ 2020, Tuesday
Time: 10:00-11:00 AM
Venue: Conference Room

The meeting of Grievance Redressal committee was held on 10/03/20 in the Conference Room under the chairmanship of Dr, (Prof.) Aradhana Michael.

Agenda of the meeting:

- To discuss about the concern of parents and students regarding COVID 19 outbreak and protection from infection.
- Any other relevant subject at the time of meeting.

Minutes of Meeting:

- Minutes of earlier meeting were read by Ms. Ancy Varkey. Professor and approved by chairperson.
- In response to the COVID-19 pandemic, the college principal implemented stringent measures to safeguard students, including the mandatory wearing of masks and adherence to social distancing protocols.
- Dr. Michael conveyed to the members that, in light of the escalating spread of the coronavirus, the college management has decided to grant students a holiday period to mitigate the risk of infection transmission.
- Meeting adjourned at 11:00am.

The following members were present for the meeting.

Dr. (Prof.) Aradhana Michael
Principal

Prof. Shreeja Vijayan
IQAC Coordinator
Professor & HOD
Child Health Nursing

Ms. Ancy Varkey
Asso. professor & Coordinator





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Ms. Yasmin Sharma
Asso. Professor

Yasmin

Ms. Sunimol A. Kumar
Asst. Professor

Sunimol

Ms. Ramya Pillai
Asst. Lecturer

Ramya

for. S. Ramya
Committee Chairperson





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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting 2020-2021

Date: 28 /11/ 2020, Saturday
Time: 3:00-3:30 PM
Venue: Conference Room

The meeting of Grievance Redressal committee was held on 28/11/20 in the Conference Room under the chairmanship of Dr, (Prof.) Aradhana Michael.

Agenda of the meeting:

- Discussion on the absence of Muskan Rathor and Sheetal Batham, third-year B.Sc. Nursing students, from their Mental Health Nursing clinical posting at the Mental Hospital.
- Rectify of current seepage problems in the hostel.
- Provision of cooking arrangements in the hostel as per requirement of students.
- Any other relevant subject at the time of meeting.

Minutes of Meeting:

- Ms. Vaishali Tiwari, Assistant Professor and Head of Department of Psychiatric Nursing, presented the minutes from the previous meeting, which were subsequently approved by the chairperson.
- Ms. Ramya addressed the matter of absenteeism by Muskan Rathor and Sheetal Batham, third-year B.Sc. Nursing students, from their Mental Health Nursing clinical posting at the Mental Hospital. The discipline committee intervened, advising parental notification through appropriate channels. Additionally, the students were assigned extra duties at the hospital as compensation. A written application was submitted outlining the incident, with clear instructions that failure to meet criteria would result in examination exemptions.
- Principal Dr. Aradhana Michael recommended to Prof. Ancy Varkey to prompt the relevant department to promptly address seepage issues in hostel rooms.
- To resolve cooking-related concerns, the principal instructed the provision of gas and stove facilities for students to engage in basic cooking.
- Meeting was concluded at 3:30 Pm.





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The following members were present for the meeting.

Dr. Prof. Aradhana Michael
Principal

Prof. Shreeja Vijayan
IQAC Coordinator
Professor & HOD
Child Health Nursing

Ms. Ancy Varkey
Asso. professor & Coordinator

Ms. Vaishali Tiwari
Asst. Professor

Ms. Ramya Pillai
Asst. Lecturer

shant
for Committee Chairperson





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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting 2020-2021

Date: 15 /09/ 2021, Saturday
Time: 10:00-10:30 AM
Venue: Virtual (zoom Platform)

The Virtual meeting of Grievance Redressal committee was held on 15/09/21 on zoom platform under the chairmanship of Dr, (Prof.) Aradhana Michael.

Agenda of the meeting:

- Review of minutes of previous meeting held on 28/11/2020.
- Discussion of New Issues Raised by Students regrading infrastructure of hostel rooms.:
 - ✓ Cloth Washing and Drying Facilities
 - ✓ Fungus Growth in Rooms
 - ✓ Electrical and Plumbing Concern
- Any other relevant subject at the time of meeting.

Minutes of Meeting:

- Ms. Vaishali Tiwari, Assistant Professor and Head of Department of Psychiatric Nursing, presented the minutes from the previous meeting, which were subsequently approved by the chairperson. she informed the committee members that, Seepage issue was rectified and proper painting was done.
- Discussion has made that Students has to give separate rooms and the particular rooms with fungus is to be properly cleaned and make rooms ready to use,
- Prof. Ancy asked to inform Project department about the arrangement of washing area and electrical department to inform regarding growth of fungi in wall of hostel rooms.
- Meeting was concluded at 10:30am.

The following members were present for the meeting.

Dr. Prof. Aradhana Michael
Principal

Prof. Shreeja Vijayan
IQAC Coordinator
Professor & HOD





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Child Health Nursing

Ms. Ancy Varkey
Asso. professor & Coordinator

Ms. Vaishali Tiwari
Asst. Professor

Ms. Ramya Pillai
Asst. Lecturer

Ancy
Vaishali
Ramya

Chair
Committee Chairperson
for





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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting 2021-2022

Date: 12 /06/ 2022, Wednesday
Time: 1:00-1:45 PM
Venue: Conference Room

The meeting of Grievance Redressal committee was held on 12/06/22 in the Conference Room under the chairmanship of Dr. (Prof.) Aradhana Michael.

Agenda of the meeting:

- Review of Previous Meeting Minutes held on 15/09/2021.
- Discussion on Student Issues:
 - ✓ Absconding Incident of Ms. Vishakha Pal, B.Sc. (N) II Year Student
 - ✓ Inconsistency of Ms. Jeba Ali, Third-Year B.Sc. (N) Student, in Clinical Mental Health Posting
 - ✓ Behaviour concerns of a Third-Year B.Sc. (N) Student (Day Scholar)
- Any other relevant subject at the time of meeting.

Minutes of the Meeting:

- Ms. Vaishali Tiwari, Assistant Professor and Head of Department of Psychiatric Nursing, presented the minutes from the previous meeting, which were subsequently approved by the chairperson.
- Informed the action taken measures of issues raised in previous meeting. she reported that Electrical and plumbing concerns were also notified, concerned departments were informed about the problem and necessary action was taken.
- Ms. Reetika William Class coordinator of B.Sc. Nursing III Year reported about the mental health concerns of a student. The parents were informed and advised to consult with a doctor. She was kept at home until she felt better and capable of resuming academic, curricular, and other college activities.
- Prof. Ancy varkey Informed about Ms. Vishakha Pal B.Sc.(N) II Year student. Absconded from clinical posting without any information. Her parents have requested to not file police Complaint. Chairperson recommended to inform her parents and to identify the reason of absconding and be connected with her parents.





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- Ms. Vaishali Tiwari, Associated Professor and HOD, Psychiatric nursing reported to committee members that Ms. Jeba Ali, a third-year B.Sc. (N) student, has been inconsistent in completing her Clinical Mental Health Posting and has been. Parents were notified about the incident through proper channel. Student was told to do extra duty as a compensation in hospital. Student was advised to submit all the assignments in 10 days of time.
- The Meeting was adjourned at 1:45 AM.

The following members were present for the meeting.

Prof. Sheetal Saxena Professor	<i>Sheetal</i>
Prof Prachi Awasthi Professor	<i>Prachi</i>
Prof. Ancy Varkey Professor	<i>Ancy</i>
Ms. Vaishali Tiwari Associate Professor	<i>Vaishali</i>
Ms. Ramya Pillai Assistant Professor	<i>Ramya</i>

Sheetal
Committee Chairperson



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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting 2021-2022

Date: 20 /07/ 2022, Wednesday
Time: 11:00-11:40 AM
Venue: Conference Room

The meeting of Grievance Redressal committee was held on 20/07/22 in the Conference Room under the chairmanship of Dr. (Prof.) Aradhana Michael.

Agenda of the meeting:

- Review of Previous Meeting Minutes held on 12/06/2022.
- Discussion on Student Issues related to hostel facilities and infrastructure.
 - Proper Facility for Ironing Clothes
 - Extra Bathroom Facility in Old Hostel and Menu Revision and Introduction of New Recipes
 - Quality and Taste of Food
 - Additional cooking utensils were required in the mess.
- Any other relevant subject at the time of meeting.

Minutes of the Meeting:

- Ms. Vaishali Tiwari, Assistant Professor and Head of Department of Psychiatric Nursing, presented the minutes from the previous meeting, which were subsequently passed by the. Prof. Prachi Awasthi and approved by the chairperson.
- Professor Ancy Varkey addressed the issues raised by the students, which include the need for improvement in the quality and taste of food, the provision of ironing facilities, and the requirement for additional bathroom facilities in the old hostel. The Chairperson suggested drafting a proposal to send to management for further consideration. Arrangements will be made to provide additional utensils for the mess.
- Meeting as concluded at 11:45AM.



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The following members were present for the meeting.

Dr. Prof. Aradhana Michael Principal and Chairperson	
Prof Prachi Awasthi Professor	<i>Prachi</i>
Prof. Ancy Varkey Professor	<i>Ancy</i>
Ms. Vaishali Tiwari Associate Professor	<i>Vaishali</i>
Ms. Ramya Pillai Assistant Professor	<i>Ramya</i>
Mrs. Mercy Phillip Office Superintendent	<i>Mercy</i>

Shruti
Committee Chairperson
M.





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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting 2021-2022

Date: 18 /08/ 2022, Thursday
Time: 2:30:00-3:30 PM
Venue: Principal Office

The meeting of Grievance Redressal committee was held on 18/08/22 in the Principal Office under the chairmanship of Dr, (Prof.) Aradhana Michael.

Agenda of the meeting:

- Review of Previous Meeting Minutes and action taken measures of issues raised in meeting held on 20/7/2022.
- Addressing student concerns regarding food and stationery supplies due to strict isolation measures imposed by the pandemic situation.
- Addressing the issue of students not reporting back to college on time after the Raksha Bandhan vacation.
- Addressing multiple somatic complaints by a B.Sc. Nursing II year student referred to the Psychosocial Counselling Cell.
- Resolving roommate inter-conflictual issues in two rooms.
- Any other relevant subject at the time of meeting.

Minutes of the Meeting:

- Ms. Vaishali Tiwari, Associate Professor and Head of Department of Psychiatric Nursing, presented the minutes from the previous meeting, which were subsequently passed by the Ms. Ramya Pillai and approved by the chairperson.
- Prof. Anvy Varkey Informed the action taken measures of issues raised in previous meeting. Meeting was conducted with student in charges and mess supervisor along with hostel in charge and principal and instructions were given to rectify the problem. Press tables along with power points were fitted to rectify the concern. Additional bathroom and toilet were constructed in each floor of room no 09 series.



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- With Addressing student concerns regarding food and stationery supplies, members decided to allow Outside vendors to visit hostel under strict Covid protocol to supply the needed items to students like grocery, stationary etc.
- Ms. Ramya Pillai, Class Coordinator for B.Sc. Nursing III Year, reported a disciplinary issue where some students did not return to college on time after the Raksha Bandhan vacation. After thorough discussion, it was decided that these students will be rusticated from college until 31/08/2022, and outings and use of mobile phones will be prohibited until 30/10/2022. Additionally, these students will be suspended from all academic, extracurricular, and college activities until 31/08/2022.
- Ms. Vaishali Tiwari reported to the committee about a B.Sc. Nursing II year student who developed multiple somatic complaints without any significant medical findings and was referred to the Psychosocial Counselling Cell. The student's parents were informed about her condition and have requested to bring her home for consultation in their hometown. They have assured that she will return and rejoin once she feels better.
- Prof. Ancy Varkey reported about inter-conflictual issues among students of two rooms. it is recommended by the committee members to Discuss the problem with the students and resolve their issue by reshuffling the students.
- Meeting concluded at 3:45 PM.

The following members were present for the meeting.

Dr. Prof. Aradhana Michael Principal and Chairperson	
Prof Prachi Awasthi Professor	
Prof. Ancy Varkey Professor	
Ms. Vaishali Tiwari Associate Professor	
Ms. Ramya Pillai Assistant Professor	
Mrs. Mercy Phillip Office Superintendent	



Committee Chairperson

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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting [2022-2023]

Date: 14/02/ 2023, Tuesday

Time: 10:30:00-11:30 PM

Venue: Principal Office

The meeting of Grievance Redressal committee was held on 14 /02/23 in the Principal Office under the chairmanship of Dr. (Prof.) Aradhana Michael.

Agenda of the meeting:

- Review of Previous Meeting Minutes meeting held on 18/8/2022.
- Addressing Non-Attendance of 12 Registered B.Sc. (N) III Year Students at National Workshop Without Informing Class Coordinator.
- Student Hostel Safety, Mess Hall requirements Drinking Water, and Sports Facilities Discussion.
- Any other relevant subject at the time of meeting.

Minutes of the Meeting:

- Ms. Vaishali Tiwari, Associate Professor and Head of Department of Psychiatric Nursing, presented the minutes from the previous meeting, which were subsequently passed by the. Dr. Prof. Sheetal Saxena and approved by the chairperson.
- Dr. Prof. Sheetal Saxena notified the committee that 12 Registered Students of B.Sc. (N) III Year failed to attend a national workshop on 12/2/23 without informing the class coordinator. Following deliberation, it was resolved that 6 students would be placed on Disciplinary Probation, and five received written warnings. Additionally, Ms. Ajeena, Socio-cultural committee post holder, will be relieved of her duties, while the remaining students are required to submit explanation letters.
- Prof. Ancy Varkey discussed about issues related to Student Hostel Safety, Mess Hall requirements Drinking Water, and Sports Facilities.
- Meeting was Adjourned at 11:30 AM.





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The following members were present for the meeting.

Dr.(Prof). Aradhana Michael Principal & Chairperson	
Dr. (Prof.) Sheetal Saxena Vice Principal	<i>Sheetal</i>
Ms. Vaishali Tiwari Associate Professor & Coordinator	<i>Vaishali</i>
Dr. (Prof) Prachi Awasthi Professor & Coordinator Discipline Monitoring Committee	<i>Prachi</i>
Prof. Ancy Varkey Professor & Hostel In charge	<i>Ancy</i>
Mrs. Mercy Phillip Office Superintendent	<i>Mercy</i>

Sheetal
Committee Chairperson





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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting [2022-2023]

Date: 11/04/ 2023, Tuesday
Time: 10:00:00-11:00 PM
Venue: Principal Office

The meeting of Grievance Redressal committee was held on 11/4/2023 in the Principal Office under the chairmanship of Dr, (Prof.) Aradhana Michael.

Agenda of the meeting:

- Review of Previous Meeting Minutes and Action taken measures taken on issues discussed in meeting held on 14 /02/23.
- Addressing Absence of Feba Ravi, B.Sc. Nursing 4th Year, After Night Pass Failure to Return as Scheduled.
- Any other relevant subject at the time of meeting.

Minutes of the Meeting:

- Ms. Vaishali Tiwari, Associate Professor and Head of Department of Psychiatric Nursing, presented the minutes from the previous meeting, which were subsequently passed by the Prof. Ancy Varkey and approved by the chairperson.
- Prof. Ancy Varkey notified the committee members about the action taken measures of issues discussed in last meeting.
 - Provided additional 5 mess table and 80 chairs to rectify the sitting issues.
 - Camera was fitted in hostel entrance common corridor and in mess hall.
 - New water cooler along with aqua guard was fitted in college and hostel.
 - Sports timing were scheduled for students and necessary sports items were also purchased.
- Prof. Yasmin Sharma, Coordinator of B.Sc. Nursing IV Year reported a disciplinary incident with the committee. Feba Ravi of B.Sc. Nursing 4th year took night pass and was expected to join the college on given time. The student failed to join the college and no information was available. Chairperson instructed to obtain a Written application from parents stating the institution has no fault in the above incident. The



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parents requested to not to take any legal action against candidate for which principal mam stated it would be decided later.

- As per requirement of students it is decided to fix Wi fi in every floor for the both the hostel buildings.
- Meeting was concluded 11:10AM.

The following members were present for the meeting.

Dr. (Prof). Aradhana Michael Principal & Chairperson	
Dr. (Prof.) Sheetal Saxena Vice Principal	<i>Sheetal</i>
Ms. Vaishali Tiwari Associate Professor & Coordinator	<i>Vaishali</i>
Dr. (Prof) Prachi Awasthi Professor & Coordinator Discipline Monitoring Committee	<i>Prachi</i>
Prof. Ancy Varkey Professor & Hostel In charge	<i>Ancy</i>
Prof. Yasmin Sharma Professor, Deputy IQAC Coordinator	<i>Yasmin</i>

Dr. Sheetal
Committee Chairperson



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CHOITHRAM COLLEGE OF NURSING Grievance Redressal Committee Minutes Meeting [2022-2023]

Date: 6/08/ 2023, Thursday
Time: 3:00-3:30 PM
Venue: Principal Office

The meeting of Grievance Redressal committee was held on 6/08/2023 in the Principal Office under the chairmanship of Dr, (Prof.) Aradhana Michael.

Agenda of the meeting:

- Review of Previous Meeting Minutes of meeting held on 11 /04/23.
- Addressing Absence of Jissa Abraham, B.Sc. Nursing 4th Year, disregarded the disciplinary guidelines of the hostel.
- Any other relevant subject at the time of meeting.

Minutes of the Meeting:

- Ms. Vaishali Tiwari, Associate Professor and Head of Department of Psychiatric Nursing, presented the minutes from the previous meeting, which were subsequently passed by the. Dr. Prof. Prachi Awasthi and approved by the chairperson.
- Prof. Prachi Awasthi reported that Ms. Jissa Abraham, B.Sc. Nursing 4th Year, violated hostel disciplinary guidelines by leaving the premises without proper authorization. This incident occurred on Wednesday night at approximately 8:30 pm when Jissa requested to accompany her mother home. Following thorough discussion, it was decided to require a written application from her parents. Jissa has been issued a final warning, with the understanding that any further infractions may result in suspension.
- Decision Made to Schedule Meeting with Mess Contractor to Discuss and Revise Meal Menu for the Mess Facility.
- Meeting was concluded at 3:30PM.





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2018-2019

Choithram College of Nursing, Manik Bagh Road, Indore

CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2018-19)

PROCEEDINGS OF THE 1ST MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 10TH, SEPTEMBER 2018 AT
1:00 PM IN THE CONFERENCE ROOM.

Meeting 01

Date: 10/9/18
Time: 1:00 PM
Venue: Conference Room

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Dr. (Prof) Usha Ukande	Principal	Choithram CON, Indore
Coordinator	Prof. Aradhana Michael	Professor	Choithram CON, Indore
Teaching Faculty	Prof. Manju Joshi	Professor	Choithram CON, Indore
Teaching Faculty	Mrs. Ancy Varkey	Asso. Professor	Choithram CON, Indore
Student	Ms. Anshu Thomas	Head girl	Choithram CON, Indore
Student	Ms. Sushmita John	Head girl	Choithram CON, Indore

Agenda:

To decide action plan of the cell for the Academic year 2018-2019.

Minutes:

- Prof. Aradhana Michael, HOD, Community Health Nursing welcomed all the members and explained the purpose of the meeting.
- The Chairperson asked the members to meet the students on a regular basis or earlier, if need arise.
- The committee decided to request the staff members to continue the discussion about "Prevention, Prohibition and Redressal of Sexual Harassment" with the students during the mentoring classes.
- The committee decided to organise an awareness program on 8 March 2018 on the occasion of the International Women's Day to spread the message of gender sensitisation.
- The Committee noted that no complaint of sexual harassment has been received from any woman employee or student of the college.
- The committee decided to place banners/posters/notices defining sexual harassment at prominent places in the college campus.



S. S. S.
Principal
Principal
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Choithram College of Nursing, Manik Bagh Road, Indore

CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2018-19)

PROCEEDINGS OF THE 2ND MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON, 21ST MAY 2019 AT 11:00
AM IN THE CONFERENCE ROOM.

Meeting 02

Date: 21/5/19
Time: 11:00 AM
Venue: Conference Room

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Prof. Sheetal Saxena	Officiating Principal	Choithram CON, Indore
Coordinator	Prof. Aradhana Michael	Professor	Choithram CON, Indore
Teaching Faculty	Mrs. Rakhi Phandse	Asso. Professor	Choithram CON, Indore
Teaching Faculty	Mrs. Ancy Varkey	Asso. Professor	Choithram CON, Indore
Student	Ms. Anshu Thomas	Head girl	Choithram CON, Indore
Student	Ms. Sushmita John	Head girl	Choithram CON, Indore

Agenda:

- To organize an awareness, talk on Personal Safety for students.

Minutes:

- Prof. Aradhana Michael, HOD, Community Health Nursing welcomed all the members and explained the purpose of the meeting.
- Minutes of the previous meeting were read and discussed.
- The committee decided to organise an awareness talk on Personal Safety on 9 May 2019.
- The meeting was concluded with the vote of thanks to the chair.



Sheetal Saxena
Principal
Choithram College of Nursing
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CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2018-19)

PROCEEDINGS OF THE 3RD MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON, 27th August 2019 AT 1:00 PM
IN THE CONFERENCE ROOM.

Meeting 03

Date: 27/8/19
Time: 1:00 PM
Venue: Conference Room

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Prof. Sheetal Saxena	Officiating Principal	Choithram CON, Indore
Coordinator	Prof. Aradhana Michael	Professor	Choithram CON, Indore
Teaching Faculty	Mrs. Rakhi Phandse	Asso. Professor	Choithram CON, Indore
Teaching Faculty	Mrs. Ancy Varkey	Asso. Professor	Choithram CON, Indore
Student	Ms. Anshu Thomas	Head girl	Choithram CON, Indore
Student	Ms. Sushmita John	Head girl	Choithram CON, Indore

Agenda:

- To review the action plan for the year and achievement of goals.

Minutes:

- Prof. Aradhana Michael, HOD, Community Health Nursing welcomed all the members and explained the purpose of the meeting.
- Minutes of the previous meeting were read and discussed.
- The committee noted that no complaint of sexual harassment has been received from any girl student.
- The members discussed various news regarding sexual harassment published in the newspapers and decided to prevent such events in the college campus through an awareness campaign anti-sexual harassment.
- The meeting was concluded with the vote of thanks to the chair.



Sheetal
Principal

Principal
Choithram College of Nursing
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2019-2020

Choithram College of Nursing, Manik Bagh Road, Indore

CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2019-20)

PROCEEDINGS OF THE 1ST MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 11 NOVEMBER 2019 AT
2:30 PM IN THE CONFERENCE ROOM.

Meeting 01

Date: 11/11/19
Time: 2:30 PM
Venue: Conference Room

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Prof. Sheetal Saxena	Officiating Principal	Choithram CON, Indore
Coordinator	Prof. Aradhana Michael	Professor	Choithram CON, Indore
Teaching Faculty	Mrs. Ancy Varkey	Asso. Professor	Choithram CON, Indore
Teaching Faculty	Ms. Sharanya S	Asst. Professor	Choithram CON, Indore
Student	Ms. Dolly Ahir	Student member	Choithram CON, Indore
Student	Ms. Merin C.P.	Student Member	Choithram CON, Indore
Student	Ms. Ashi Walter	Student Member	Choithram CON, Indore

Agenda:

To decide action plan of the cell for the Academic year 2019-2020.

Minutes:

- Mrs. Ancy Varkey welcomed all the members and explained the purpose of the meeting.
- All the members decided to Make an action plan for the year 2019-2020 to ensure safety of the girl students in the college campus,
- Make them aware about the functions and guidelines of the anti-sexual harassment cell for women, Aware them about the procedure to make complaints if they have any problem regarding sexual harassment,
- To organise a program on 8 March 2014 on the occasion of the International Women's Day to spread the message of gender sensitisation.
- Ms. Sharanya S concluded the meeting with the vote of thanks for the meeting.



S. Varkey
Principal

Principal
Choithram College of Nursing
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Choithram College of Nursing, Manik Bagh Road, Indore

CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2019-20)

PROCEEDINGS OF THE 2ND MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 25 JUNE 2020 AT 11:15 AM
THROUGH VIRTUAL PATEFORM.

Meeting 02

Date: 25/06/20
Time: 11:15 AM
Platform: Zoom Application

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Dr (Prof) Aradhana Michael	Principal	Choithram CON, Indore
Coordinator	Prof. Ancy Varkey	Professor	Choithram CON, Indore
Teaching Faculty	Prof. Rakhi Phandse	Asso. Professor	Choithram CON, Indore
Teaching Faculty	Ms. Sharanya S	Asst. Professor	Choithram CON, Indore
Non-teaching Staff	Mrs. Mercy Philip	Office Head	Choithram CON, Indore
Student	Ms. Dolly Ahir	Student member	Choithram CON, Indore
Student	Ms. Merin C.P.	Student Member	Choithram CON, Indore
Student	Ms. Ashi Walter	Student Member	Choithram CON, Indore

Agenda:

To prepare display boards of 'Anti-Sexual Harassment Cell' and to set up a complaint drop box in the college premises.

Minutes:

- Mrs Ancy Varkey welcomed all the members and explained the purpose of the meeting.
- Minutes of the previous meeting were read and discussed.
- All the members discussed on forming posters of 'Anti-Sexual Harassment Cell' specifying guidelines of the cell and display them on the walls of the college building.
- It was also decided a set up a complaint drop box in the college premises.
- The committee noted that no complaint of sexual harassment has been received from any girl student.
- Ms. Sharanya S concluded the meeting with the vote of thanks for the meeting.



Principal

Dr. (Prof.) Aradhana Michael
Principal
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CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2019-20)

PROCEEDINGS OF THE 3RD MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 19 OCTOBER 2020 AT 1:10
PM THROUGH VIRTUAL PATEFORM.

Meeting 03

Date: 19/10/20
Time: 1:10 PM
Platform: Zoom Application

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Dr (Prof) Aradhana Michael	Principal	Choithram CON, Indore
Coordinator	Prof. Ancy Varkey	Professor	Choithram CON, Indore
Teaching Faculty	Prof. Rakhi Phandse	Asso. Professor	Choithram CON, Indore
Teaching Faculty	Ms. Sharanya S	Asst. Professor	Choithram CON, Indore
Student	Ms. Dolly Ahir	Student member	Choithram CON, Indore
Student	Ms. Merin C.P.	Student Member	Choithram CON, Indore
Student	Ms. Ashi Walter	Student Member	Choithram CON, Indore

Agenda:

To Review the proceedings of last Meeting.

Minutes:

- Mrs Ancy Varkey welcomed all the members and explained the purpose of the meeting.
- Minutes of the previous meeting were read and discussed.
- Students are at their home due to Covid 19 Pandemic. The committee noted that no complaint of sexual harassment has been received from any girl student.
- The meeting was concluded with the vote of thanks to the chair.



Principal

Dr. (Prof.) Aradhana Michael
Principal
Choithram College of Nursing
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2020 - 2021

Choithram College of Nursing, Manik Bagh Road, Indore

CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2020-21)

PROCEEDINGS OF THE 1ST MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 9 DECEMBER 2020 AT
11:30 AM THROUGH VIRTUAL MODE.

Meeting 01

Date: 9/12/20

Time: 11:30 Am

Platform: Zoom application

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Dr. (Prof) Aradhna Michael	Principal	Choithram CON, Indore
Coordinator	Prof. Ancy Varkey	Professor	Choithram CON, Indore
Teaching Faculty	Prof. Rakhi Phandse	Professor	Choithram CON, Indore
Teaching Faculty	Mrs. Ramya Pillai	Asst. Professor	Choithram CON, Indore
Non-teaching Faculty	Mrs. Mercy Phillip	Office Incharge	Choithram CON, Indore
Student Member	Ms. Merin C. P	Student	Choithram CON, Indore
Student Member	Ms. Shreya S NAIR	Student	Choithram CON, Indore
Student Member	Ms. Deepika Patel	Student	Choithram CON, Indore

Agenda:

To decide action plan of the cell for the Academic year 2020-2021

Minutes:

- Prof. Ancy Varkey welcomed all the members and explained the purpose of the meeting.
- Minutes of the previous meeting were read and discussed.
- The members discussed various news regarding sexual harassment published in the newspapers and decided to prevent such events in the college campus through an awareness campaign anti-sexual harassment.
- The committee decided to organise an awareness program on 8 March 2018 on the occasion of the International Women's Day to spread the message of gender sensitisation.
- The meeting was concluded with the vote of thanks to the chair.


Principal



Dr. (Prof.) Aradhana Michael
Principal
Choithram College of Nursing
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Choithram College of Nursing, Manik Bagh Road, Indore

CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2020-21)

PROCEEDINGS OF THE 2ND MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 27 APRIL 2021 AT 3:00 PM
IN CONFERENCE ROOM.

Meeting 02

Date: 27/4/21

Time: 3:00PM

Platform: Conference Room

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Dr. (Prof) Aradhna Michael	Principal	Choithram CON, Indore
Coordinator	Prof. Ancy Varkey	Professor	Choithram CON, Indore
Teaching Faculty	Prof. Rakhi Phandse	Professor	Choithram CON, Indore
Teaching Faculty	Mrs. Ramya Pillai	Asst. Professor	Choithram CON, Indore
Student Member	Ms. Merin C. P	Student	Choithram CON, Indore
Student Member	Ms. Deepika Patel	Student	Choithram CON, Indore

Agenda:

To Plan an awareness Program on Gender Sensitization.

Minutes:

- Prof. Ancy Varkey welcomed all the members and explained the purpose of the meeting.
- Minutes of the previous meeting were read and discussed.
- The committee noted that no complaint of sexual harassment has been received from any girl student.
- The committee decided to organise an Awareness talk on "PCPNDT ACT" to sensitize the students in upcoming days.
- The meeting was concluded with the vote of thanks to the chair.

Principal



Dr. (Prof.) Aradhana Michael
Principal
Choithram College of Nursing
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Choithram College of Nursing, Manik Bagh Road, Indore

CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2020-21)

PROCEEDINGS OF THE 3rd MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 10 AUGUST 2021 AT 10:00
AM IN CONFERENCE ROOM.

Meeting 03

Date: 10/8/21

Time: 10:00AM

Platform: Conference Room

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Dr. (Prof) Aradhna Michael	Principal	Choithram CON, Indore
Coordinator	Prof. Ancy Varkey	Professor	Choithram CON, Indore
Teaching Faculty	Prof. Rakhi Phandse	Professor	Choithram CON, Indore
Teaching Faculty	Mrs. Ramya Pillai	Asst. Professor	Choithram CON, Indore
Student Member	Ms. Merin C. P	Student	Choithram CON, Indore
Student Member	Ms. Deepika Patel	Student	Choithram CON, Indore

Agenda:

Review of incidence of Sexual harassment/ gender parity.

Minutes:

- Prof. Ancy Varkey welcomed all the members and explained the purpose of the meeting.
- Minutes of the previous meeting were read and discussed.
- The committee noted that no complaint of sexual harassment has been received from any girl student. The committee meeting is held every 3 months or as when required.
- The meeting was concluded with the vote of thanks to the chair.



Principal

Dr. (Prof.) Aradhana Michael
Principal
Choithram College of Nursing
Manik Bagh Road,
Indore-452014 (M.P.) India



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2021-2022

CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2021-22)

PROCEEDINGS OF THE 1ST MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 12TH, NOVEMBER 2021 AT
12:30 PM IN THE PRINCIPAL'S OFFICE.

Meeting 01

Date: 12/11/21

Time: 12:30 pm

Venue: Principal office

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Dr. (Prof) Aradhna Michael	Principal	Choithram CON, Indore
Coordinator	Prof. Ancy Varkey	Professor	Choithram CON, Indore
Teaching Faculty	Prof. Rakhi Phandse	Professor	Choithram CON, Indore
Teaching Faculty	Mrs. Ramya Pillai	Asst. Professor	Choithram CON, Indore
Non-teaching Faculty	Mrs. Mercy Phillip	Office Incharge	Choithram CON, Indore
Student	Ms. Shreya S.Kumar	Head girl	Choithram CON, Indore
Student	Ms. Deepika Patel	Student	Choithram CON, Indore


Agenda:

To decide action plan of the cell for the Academic year 2021-2022.

Minutes:

- Prof. Ancy Varkey welcomed all the members and explained the purpose of the meeting.
- All the members decided to-
 - a. Make an action plan for the year 2021-2022 to ensure safety of the girl students in the college campus by putting CCTV cameras in hostel also.
 - b. Make them aware about the functions and guidelines of the anti-sexual harassment cell for women,
 - c. Aware them about the procedure to make complaints if they have any problem regarding sexual harassment.
 - d. Organise Self -defence sessions /Training program for students to build confidence among them.
- Mrs Ramya Pillai concluded the meeting with the vote of thanks for the meeting.




Principal
Dr. (Prof.) Aradhana Michael
Principal
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CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2021-22)

PROCEEDINGS OF THE 2nd MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 15TH, JUNE 2021 AT
11:00AM IN THE CONFERENCE ROOM.

Meeting 02

Date: 15/6/22
Time: 11:00 am
Venue: Conference Room

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Dr. (Prof) Aradhna Michael	Principal	Choithram CON, Indore
Coordinator	Prof. Ancy Varkey	Professor	Choithram CON, Indore
Teaching Faculty	Prof. Rakhi Phandse	Professor	Choithram CON, Indore
Teaching Faculty	Mrs. Ramya Pillai	Asst. Professor	Choithram CON, Indore
Non-teaching Faculty	Mrs. Mercy Phillip	Office Incharge	Choithram CON, Indore
Non-teaching Faculty	Mrs. Saroj Rana	Wardon	Choithram CON, Indore
Student Member	Ms. Shreya S.Kumar	Head girl	Choithram CON, Indore
Student Member	Ms. Bismi Mathew	Head girl	Choithram CON, Indore
Student Member	Ms. Deepika Patel	Student	Choithram CON, Indore


Agenda:

- Celebration of World Women Equality Day.
- To conduct an awareness program for new B.Sc. Nursing batch regarding, code of conduct and cell for prevention of Sexual harassment.

Minutes:

- Prof. Ancy Varkey welcomed all the members and explained the purpose of the meeting.
- Minutes of the previous meeting were read and discussed.
- All the members discussed on-
 - a. Forming posters of 'Anti-Sexual Harassment Cell' specifying guidelines of the cell and display them on the walls of the college building as per the directions given by the central government.
 - b. Discussion was made to celebrate world Women equality Day on 26/8/22 and make sensitise all teaching and nonteaching staffs for the same.
 - c. It was also decided to conduct an orientation session on Prevention of Sexual Harassment and its guidelines for New B.Sc. (N) students, after their Induction and orientation Program, as they joined the institution.
- Mrs Ramya Pillai concluded the meeting with the vote of thanks for the meeting.




Dr. (Prof.) ^{Principal} Aradhana Michael
Principal
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CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2021-22)

PROCEEDINGS OF THE 3rd MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 29th, SEPTEMBER 2022 AT
3:30PM IN THE PRINCIPAL'S OFFICE.

Meeting 03

Date: 29/9/22
Time: 3:30 Pm
Venue: Principal's Office

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Dr. (Prof) Aradhna Michael	Principal	Choithram CON, Indore
Coordinator	Prof. Ancy Varkey	Professor	Choithram CON, Indore
Teaching Faculty	Prof. Rakhi Phandse	Professor	Choithram CON, Indore
Teaching Faculty	Mrs. Vaishali Tiwari	Assoc. Professor	Choithram CON, Indore
Teaching Faculty	Mr. Anmol Joseph	Asst. Lecturer	Choithram CON, Indore
Non-teaching Faculty	Mrs. Mercy Phillip	Office Incharge	Choithram CON, Indore
Student Member	Ms. Shreya S.Kumar	Head girl	Choithram CON, Indore
Student Member	Ms. Bismi Mathew	Head girl	Choithram CON, Indore
Student Member	Ms. Preetibala Verma	Student	Choithram CON, Indore

Agenda:

- To elect and add new members in cell for prevention of Sexual Harassment.
- To Orient Elected new members about the functions, procedure and guidelines for Prevention of Sexual Harassment cell.

Minutes:

- Prof. Ancy Varkey welcomed all the members and explained the purpose of the meeting.
- Minutes of the previous meeting were read and discussed.
- The internal complaints committee (ICC) was re-constituted as mentioned above as per the UGC (Prevention, Prohibition and Redressed OF Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015.
- The committee noted that though no complaint of sexual harassment has been received from any girl student, it was necessary to be alert not to occur such events in the college campus,
- Prof. Ancy Varkey has explained and discussed about the functions, procedure and guidelines for Prevention of Sexual Harassment cell to new members.
- Prof. Rakhi Phandse concluded the meeting with the vote of thanks for the meeting.



Dr. (Prof.) Aradhna Michael
Principal
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2022 - 2023

CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2022-23)

PROCEEDINGS OF THE 1ST MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 28th, August 2022 AT 11:20 AM IN THE MEETING ROOM.

Meeting 03

Date: 28/8/23

Time: 11:20 PM

Venue: Meeting Room

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Dr. (Prof) Aradhana Michael	Principal	Choithram CON, Indore
Coordinator	Mrs. Vaishali Tiwari	Asso. Professor	Choithram CON, Indore
Teaching Faculty	Prof. Ancy Varghese	Professor	Choithram CON, Indore
Non-teaching Faculty	Mrs. Saroj Rana	Warden	Choithram CON, Indore
Non-teaching Faculty	Mrs. Mercy Phillip	Office In-charge	Choithram CON, Indore
Student	Ms. Ishika David	Head girl	Choithram CON, Indore

Agenda:

- To review the action plan for the year and achievement of goals.

Minutes:

- Mrs. Vaishali Tiwari welcomed all the members and explained the purpose of the meeting.
- Minutes of the previous meeting were read and discussed.
- The Committee noted that no complaint of sexual harassment has been received from any woman employee or student of the college.
- The committee members suggested revise/update the committee for the new academic session of the year 2023-2024 in next meeting.
- The meeting was concluded with the vote of thanks to the chair.

Dr. (Prof) Aradhana Michael
Principal & Chairperson

Ms. Vaishali Tiwari
Associate Professor & Coordinator

Dr. (Prof.) Aradhana Michael
Principal
Choithram College of Nursing
Manik Bagh Road,
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CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2022-23)

PROCEEDINGS OF THE 1ST MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 26TH, April 2022 AT 3:10 PM
IN THE MEETING ROOM.

Meeting 02

Date:26/4/23

Time: 3:10 PM

Venue: Meeting Room

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Dr. (Prof) Aradhana Michael	Principal	Choithram CON, Indore
Coordinator	Mrs. Vaishali Tiwari	Asso.Professor	Choithram CON, Indore
Teaching Faculty	Prof. Ancy Varghese	Professor	Choithram CON, Indore
Teaching Faculty	Prof. Rakhi Phandse	Professor	Choithram CON, Indore
Non-teaching Faculty	Mrs. Saroj Rana	Warden	Choithram CON, Indore
Non-teaching Faculty	Mrs. Mercy Phillip	Office In-charge	Choithram CON, Indore
Student	Ms. Aleena Soby	Head girl	Choithram CON, Indore
Student	Ms. Ishika David	Head girl	Choithram CON, Indore

Agenda:

- To review the action plan for the year and achievement of goals.

Minutes:

- Mrs. Vaishali Tiwari welcomed all the members and explained the purpose of the meeting.
- Minutes of the previous meeting were read and discussed.
- The Committee noted that no complaint of sexual harassment has been received from any woman employee or student of the college.
- The meeting was concluded with the vote of thanks to the chair.



Principal

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Principal
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CELL FOR PREVENTION OF SEXUAL HARRASMENT (Academic Year 2022-23)

PROCEEDINGS OF THE 1ST MEETING (INTERNAL COMPLAINTS COMMITTEE) OF THE
CELL FOR PREVENTION OF SEXUAL HARRASMENT HELD ON 6TH, DECEMBER 2022 AT
10:30 AM IN THE PRINCIPAL'S OFFICE.

Meeting 01

Date: 6/12/22

Time: 10:30 am

Venue: Principal office

The following Members attended the Meeting:

Details	Name	Designation	Address
Chairperson	Dr. (Prof) Aradhana Michael	Principal	Choithram CON, Indore
Coordinator	Mrs. Vaishali Tiwari	Asso. Professor	Choithram CON, Indore
Teaching Faculty	Prof. Ancy Varghese	Professor	Choithram CON, Indore
Teaching Faculty	Mr. Anmol Joseph	Asst. Professor	Choithram CON, Indore
Non-teaching Faculty	Mrs. Mercy Phillip	Office Incharge	Choithram CON, Indore
Student	Ms. Aleena Soby	Head girl	Choithram CON, Indore
Student	Ms. Ishika David	Head girl	Choithram CON, Indore

Agenda:

- To decide action plan of the cell for the Academic year 2022-2023.

Minutes:

- Mrs. Vaishali Tiwari welcomed all the members and explained the purpose of the meeting.
- Minutes of the previous meeting were read and discussed.
- All the members decided to
 - a. Make an action plan for the year 2022-2023 to ensure safety of the girl students in the college campus.
 - b. Make them aware about the functions and guidelines of the anti-sexual harassment cell for women,
 - c. Aware them about the procedure to make complaints if they have any problem regarding sexual harassment.



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- d. Display the Notification of reconstitution of Internal complaint committee on notice boards of college and hostel.
- All the members discussed on forming posters of 'Anti-Sexual Harassment Cell' specifying guidelines of the cell and display them on the walls of the college building as per the directions given by the central government.
 - An e-lecture to be attended by students, will be held on 12/12/22 on the Theme of "Women Empowerment".
 - The meeting was concluded with the vote of thanks.

Principal

Dr. (Prof.) Aradhana Michael
Principal
Choithram College of Nursing
Manik Bagh Road,
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CHOITHRAM COLLEGE OF NURSING ANTI-RAGGING COMMITTEE MEETING MINUTES REGISTER



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6/10/18

For prevention of Ragging among students
B.Sc (N) 1st year, a presentation on
"Prevention of Ragging" was given by
Prof. Sheetal Saxena.

Under the presentation students were
explained about the following points -

1. What is ragging?
2. Where can they get help?
3. Help Line No.

1800-180-5522

helpline@antiragging.in

www.antiragging.in

www.amanmovement.org

4. Responsibility of Head of the Institution
5. Penalty for ragging
6. Administrative action in the event of
ragging

Students asked about their doubts &
queries, queries were solved sometimes.
75 students were present in the class.

Prof. Sheetal Saxena -

Mr. Sunil Kumar Ajithkumar

(Class. co-ordinator - B.Sc (N) - I)





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ANTI RAGGING COMMITTEE MEETING MINUTES

Date - 01/10/2019

Time - 3-4 pm

Venue: Choithram college, Conference Room

Agenda of the meeting

- The committee has decided to make students strictly follow the Anti ragging rules in the college.
- The committee has also made decision from monthly meeting regarding anti ragging in first week of month.

The meeting was attended and chaired by Dr. Prof. Aradhana Michael, principal, choithram college of Nursing. Committee Head Prof. Peachi, discussed the agenda of the meeting and also advised for enabling Anti-ragging committee members contact no with name in the notice board of college to report in any emergency. Students actively participated in meeting and advised for adhering the rules.

Anti Ragging committee Head)

Professor peachi Awasthi (HOD OBS & Inyae Dept.)

Mrs. Ramya Pillai (Assistant Lecturer, MHN Dept.)

Members present in meeting

Class teachers of every branch

Head girls Ms. Yogita Patidar & Ms. Navya

and one representative from each UG & Ph Batch.



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ANTI-RAGGING COMMITTEE MEETING MINUTES

Date - 4/11/2019

Time - 3-4 pm


Venue: Choithram College, Conference Room

Agenda of the meeting

- To describe various measures to be taken in any emergency.
- To create an awareness in students regarding legal consequences of ragging.

The meeting was attended and chaired by Dr. Prof. Asadhana Michael, Principal, Choithram College of Nursing. Committee Head, Prof. Prachi, discussed the agenda of meeting and also instructed to report in any emergency. Head girls and class representatives were given the responsibility of reporting any misconduct related to the ragging and inform heads of the committee immediately. She also advised for a orientation program regarding anti ragging for every batch and make them aware regarding legal issues related to it. Students actively participated in the meeting and class teachers also has given their inputs in measures for smooth running of anti ragging rules in the college campus. No case reported of Ragging.

Anti ragging Committee Head:-

Prof. Prachi Awasthi (HOD O&S &  Crime Dept)

Mrs. Ramya Pillai (Assistant Lectures, MHN Dept)

Members present in meeting

Class teachers of every Batch

Head girls Ms. Jagita & Ms. Navya and one representative



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from each Un and Pur Batch.

ANTI RAGGING COMMITTEE MEETING MINUTES

Date - 5/12/2019

Time - 3-4 PM

Venue: Choithram college, Conference Room

Agenda of the meeting

- To display anti ragging rules and contact no in prominent places of the college and also at college website.
- To decide for a surprise visit in hostel by head of the committee.

The meeting was attended and chaired by Dr. Prof. Anandharam Michael, Principal, Choithram college of nursing. Committee Head Prof. Prachi, discussed the agenda of the meeting and rules for the anti ragging were made with each members agreement. Visit in hostels were also planned monthly. Students actively participated in the meeting and class teachers also has given their inputs in measures ragging free campus. No case reported of ragging.

Anti ragging Committee Head

Prof: Prachi Awasthi (HOD OBS & Hygiene Dept.)

Mrs. Ramya Pillai (Assistant Lecturer, MHN Dept.)

Members present in meeting

Class Teachers of every batch.

Head girls Ms. Yogita and one representative from each pur Batch.



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ANTI RAGGING COMMITTEE MEETING MINUTES

Date: 06/01/2020

Time: 3-4 pm

Venue: choithram college, Conference Room

Agenda of the Meeting

- To discuss any issues related to ragging

The meeting was attended and chaired by Dr. Prof. Aradhana Michael, principal, choithram College of Nursing. Committee Head Prof. Prachi, asked to highlight any misconduct or disobedience related to ragging. Head girl told there were no issues reported till now for ragging. Students actively participated in the meeting. No case reported of ragging.

Anti ragging committee Head:

Prof. Prachi Awasthi (HOD OBS & Gynae Dept)

Mrs. Ramya Pillai (Assistant Lecturer, MHA Dept)

Members present in meeting

class teachers of every batch

Head girls and one representative from each UG and PG Batch.





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ANTI RAGGING COMMITTEE MEETING MINUTES

Date: 04/02/2020

Time :- 1-2 PM

Venue: Choithram college.

Conference Room

Agenda of the Meeting

- To discuss any issues related to ragging
- To discuss with junior batches any harassment or bullying faced by them from the senior batches.

The meeting was attended and chaired by :
Dr. prof. Aradhana Michael, principal, Choithram College of Nursing. Committee Head prof. prachi, asked to highlight any harassment or bullying faced by junior batches from seniors. Junior batch representatives notified seniors are helping and encouraging, no harassment faced. Students actively participated in the meeting and teachers advised to adhere to the rules of anti ragging and keep the college ragging free zone.

Anti ragging committee Head:

prof. prachi Awashi (HOD DSS & Gynaec Dept).

Mrs. Ramya pillai (Assistant Lecturer, MHN Dept)

Members present in meeting

class teachers of every batch

Head girls and one representative from each
UG and PG Batch.



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ANTI RAGGING COMMITTEE MEETING MINUTES

Date: 05/03/2020

Time: 3:30 - 4:30 pm

Venue: Choithram college, Conference ROOM

Agenda of the meeting

- To discuss any issue related to ragging
- Discussion of surprise visit to hostels and Orientation program of Anti ragging.

The meeting was attended and chaired by Dr. prof. Aradhana Michael, principal, choithram College of Nursing. Committee Head Prof. prachi presented the reports of surprise visit in hostels with all members. she also discussed that Orientation program was also conducted in every batch for creating an awareness about the anti ragging rules. she also shared that strict warnings are also given in the orientation program to adhere with anti ragging rules otherwise their admission will be cancelled or they may be suspended if found in sort of ragging in college Campus. No case reported of ragging.

The further meeting from April month was not conducted as lockdown prevailed in the state and students went home.

Anti ragging committee Head:

prof. prachi Awasthy (HOD on duty) (Nursing Dept)
Mrs. Ramya Pillai (Assistant Lecturer) (Nursing Dept)

Members Present in Meeting

class teachers of every batch

Head girls and one representative from each UG and PG batch

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CHOITHRAM COLLEGE OF NURSING

ANTI RAGGING COMMITTEE MEETING MINUTES

Date :02/11/2020

Time :3.30-4.30 pm

Venue:Cholthram college , Conference Room

Agenda of the Meeting

- To discuss any issues related to ragging
- Discussion of surprise visit to hostels and orientation program of Anti ragging

The meeting was attended and chaired by Dr. Prof. Aradhana Michael, Principal, Choithram College of Nursing. Committee Head Mrs. Ramya Pillai, presented the reports of surprise visit in hostels with all members. She also discussed that orientation program was also conducted in every batch for creating an awareness about the anti ragging rules. She also shared that strict warnings are also given in the orientation program to adhere with Anti ragging rules otherwise their admission will be cancelled or they may be suspended if found in sort of ragging in college campus. No case reported of ragging.

No incidence of ragging was reported as per discussion with student representatives

Anti ragging committee Head :

Mrs. Ramya Pillai (Assistant Professor, MHN Dept)

Mrs. Nibha Soy (Assistant Lecturer, OBG Dept)

Mrs. Mercy (Office Staff)

Mrs. Saroj Rana (Warden)

Members Present in Meeting

Class teachers of every batch

Head girls and one representative from each UG and PG Batch.

Dr. (Prof.) Aradhana Michael
Principal
Cholthram College of Nursing
Manik Bagh Road,
Indore-452014 (M.P.) India



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ANTI RAGGING COMMITTEE MEETING MINUTES.

DATE - 02/11/20

TIME - 3:30-4:30pm

VENUE : CHOITHRAM COLLEGE, CONFERENCE ROOM

* Agenda of the meeting :

- To discuss any issues related to ragging.
- Discussion of surprise visit to hostels and orientation program of anti ragging.

The meeting was attended and chaired by Dr. Prof. Jayadhara Michael, Principal, Choithram College of Nursing. Committee Head Mrs. Ranjya Pillai, presented the reports of surprise visit in hostels to all members. She also discussed that orientation awareness about the anti ragging rules. She also stated that strict warnings are also given in the orientation program to adhere to anti ragging rules otherwise their admission will be cancelled or they may be suspended if found in act of ragging in college campus. No case reported of ragging. No incidence of ragging was reported at per discussion to student representatives.

Anti Ragging committee head :

Mrs. Ranjya Pillai (Assistant Professor, MHN Dept)

Mrs. Nisha Soy (Assistant Lecturer, OBC Dept)

Mrs. Mercy (Office staff)

Mrs. Saroj Rana (Warden)

Members present in meeting :

~~Members~~ :





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CHOITHRAM COLLEGE OF NURSING ANTI RAGGING COMMITTEE MEETING MINUTES

Date :07/12/2020

Time :3.30-4.30 pm

Venue:Choithram college , Conference Room

Agenda of the Meeting

- Orientation program of ragging

The meeting was attended and chaired by Dr. Prof. Aradhana Michael, Principal, Choithram College of Nursing. Committee Head Mrs. Ramya Pillai , presented the previous meeting minutes.

The meeting discussed on various measures related to Anti ragging activities and conduct the following it is resolved to:-

- The committee was described the various measures taken to prevent ragging in the college campus.
 - To orient the students in the "orientation program about the evil effects of ragging.
 - To involve the senior student of bsc II and III year as mentor to monitor the junior students and inform the HOD's immediately, if any sort of ragging activity is seen in the college campus.
 - To create an awareness to the students about the legal consequences of ragging.
- No incidence of ragging was reported as per discussion with student representatives

Anti ragging committee Head :

Mrs. Ramya Pillai (Assistant Professor,MHN Dept)

Mrs. Nibha Soy (Assistant Lecturer,OBG Dept)


Mrs. Mercy (Office Staff)

Mrs. Saroj Rana (Warden)

Members Present in Meeting

Class teachers of every batch

Head girls and one representative from each UG and PG Batch.


Dr. (Prof.) Aradhana Michael
Principal
Choithram College of Nursing
Manik Bagh Road,
Indore-452014 (N.P.) India



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CHOITHRAM COLLEGE OF NURSING ANTI RAGGING COMMITTEE MEETING MINUTES

Date :04/01/2021

Time :3.30-4.30 pm

Venue:Choithram college , Conference Room

Agenda of the Meeting

- To inquire regarding any student's complaint.
- To confirm form fill up and documentation at the time of admission.

Meeting started with reading of previous meeting minutes by Mrs. Ramya Pillai (Committee Head). Committee Heads and members discussed from student representatives for any students complaints. No issues were reported.

Class teachers also confirmed Anti ragging form filling of all New Bsc. Nursing Fresher batch.

Anti ragging committee Head :

Mrs. Ramya Pillai (Assistant Professor, MHN Dept)

Mrs. Nibha Soy (Assistant Lecturer, OBG Dept)


Mrs. Mercy (Office Staff)

Mrs. Saroj Rana (Warden)

Members Present in Meeting

Class teachers of every batch

Head girls and one representative from each UG and PG.Batch.


Dr. (Prof.) Aradhana Michael
Principal
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Manik Bagh Road,
Indore-452014 (M.P.) India



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CHOITHRAM COLLEGE OF NURSING ANTI RAGGING COMMITTEE MEETING MINUTES

Date :01/02/2021

Time :3.30-4.30 pm

Venue:Choithram college , Conference Room

Agenda of the Meeting

- Awareness program to be conducted on sexual harrasment.

Meeting started with reading of previous meeting minutes by Mrs. Ramya Pillai (Committee Head).The members of the committee decided to conduct an awareness program on sexual harrasment.

The principal suggested to the members that the program be conducted in collaboration with the "Women Empowerment cell "about awareness of sexual harassment.

No incidence of ragging was reported as per discussion with student representatives

Anti ragging committee Head :

Mrs. Ramya Pillai (Assistant Profressor,MHN Dept)

Mrs. Nibha Soy (Assistant Lecturer,OBG Dept)

Mrs. Mercy (Office Staff)

Mrs. Saroj Rana (Warden)

Members Present in Meeting

Class teachers of every batch

Head girls and one representative from each UG and PG Batch.

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Principal
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CHOITHRAM COLLEGE OF NURSING ANTI RAGGING COMMITTEE MEETING MINUTES

Date :01/03/2021

Time :3.30-4.30 pm

Venue:Choithram college , Conference Room

Agenda of the Meeting

- Measures for Anti ragging

Meeting started with previous minutes read by the head ,Mrs. Ramya Pillai. Members were directed to prevent the ragging in and outside of the campus' If anything found, members are asked to bring it to the notice immediately. The team agreed to keep a continuous watch and vigil over ragging so as to prevent its Occurrence. Mobile phones and other communication devices may be permitted in Residential areas including hostels to provide access to the students to reach out for help from teachers, parents and institution authorities as ordered by principal mam.

No incidence of ragging was reported as per discussion with student representatives

Anti ragging committee Head :

Mrs. Ramya Pillai (Assistant Professor,MHN Dept)

Mrs. Nibha Soy (Assistant Lecturer,OBG Dept)

Mrs. Mercy (Office Staff)

Mrs. Saroj Rana (Warden)

Members Present in Meeting

Class teachers of every batch

Head girls and one representative from each UG and PG Batch.

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CHOITHRAM COLLEGE OF NURSING

ANTI RAGGING COMMITTEE MEETING MINUTES

Date :05/04/2021

Time :3.30-4.30 pm

Venue:Choithram college , Conference Room

Agenda of the Meeting

- Informing about the disciplinary actions for the defaulters.

Meeting started with reading of previous meeting minutes by Mrs. Ramya Pillai (Committee Head).
discussion started about the ragging , its acts and its consequences on the student if found guilty. All the
below written acts and consequences were discussed with team members and student representatives.

Acts resulting in: -

- A. Mental / physical / sexual abuse and verbal abuse
- b. Indecent behavior
- C. Criminal intimidation/ wrongful restraint
- D. Undermining human dignity
- e. Financial exploitation/extortion
- l. Use of force

Each of the above is a criminal offence.

Student indulging in ragging can be: -

- Expelled from the college / Institution
 - Banned from the hostel
 - His/her Scholarship can be withdrawn
 - Debarred from examinations
 - Denied admission to any college/institutes
 - Prosecuted for criminal action
 - FIR will be lodged with local police against those who rag/mute witnesses to ragging.
- No incidence of ragging was reported as per discussion with student representatives

Anti ragging committee Head :

- Mrs. Ramya Pillai (Assistant Professor,MHN Dept)
- Mrs. Nibha Soy (Assistant Lecturer,OBG Dept)
- Mrs. Mercy (Office Staff)
- Mrs. Saroj Rana (Warden)
- Members Present In Meeting
- Class teachers of every batch
- Head girls and one representative from each UG and PG Batch.

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CHOITHRAM COLLEGE OF NURSING

ANTI RAGGING COMMITTEE MEETING MINUTES

Date :03/05/2021

Time :3.30-4.30 pm

Venue:Choithram college , Conference Room

Agenda of the Meeting

- Discussion on laws related to ragging

Meeting started with previous months minutes , discussion read by Mrs. Ramya Pillai. Following points were discussed.

- All the members of anti ragging committee were explained about HON'BLE Supreme court directives against ragging.
- The wardens of the hostel were instructed to keep strict vigilance in evening and night hours, so as to prevent any ragging incidents in hostel.
- Students were directed to maintain the discipline of the campus.
No incidence of ragging was reported as per discussion with student representatives

Anti ragging committee Head :

- Mrs. Ramya Pillai (Assistant Professor, MHN Dept)
- Mrs. Nibha Soy (Assistant Lecturer, OBG Dept)
- Mrs. Mercy (Office Staff)
- Mrs. Saroj Rana (Warden)

Members Present in Meeting

- Class teachers of every batch
- Head girls and one representative from each UG and PG Batch.



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CHOITHRAM COLLEGE OF NURSING ANTI RAGGING COMMITTEE MEETING MINUTES

Date :07/06/2021

Time :3.30-4.30 pm

Venue:Choithram college , Conference Room

Agenda of the Meeting

- Safety of the hostel premises

Meeting started with previous minutes meeting reading . Wardens were instructed to strictly maintain the visitors register and not allow students to meet any strangers , also follow the hostel rules related to visitors and student outings.

Separate record for each batch's outing should be maintained and proper attendance should be taken after the outings.

No incidence of ragging was reported as per discussion with student representatives

Anti ragging committee Head :

- Mrs. Ramya Pillai (Assistant Proffesor,MHN Dept)
- Mrs. Nibha Soy (Assistant Lecturer,OBG Dept)
- Mrs. Mercy (Office Staff)
- Mrs. Saroj Rana (Warden)

Members Present in Meeting

- Class teachers of every batch
- Head girls and one representative from each UG and PG Batch.



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CHOITHRAM COLLEGE OF NURSING ANTI RAGGING COMMITTEE MEETING MINUTES

Date :05/07/2021

Time :3.30-4.30 pm

Venue: Choithram college , Conference Room

Agenda of the Meeting

- Availability of Notices and details about ragging in notice boards and college website

Meeting started with reading of previous meeting minutes by Mrs. Ramya Pillai (Committee Head). The committee decided to check the location of the Anti ragging committee and activity boards at appropriate places in notice boards and to revise the changes.

Committee also prepared a short detail regarding ragging which will be published on college websites and notice boards. No incidence of ragging was reported as per discussion with student representatives.

Anti Ragging Committee Head :

- Mrs. Ramya Pillai (Assistant Professor, MHN Dept)
- Mrs. Nibha Soy (Assistant Lecturer, OBG Dept)
- Mrs. Mercy (Office Staff)
- Mrs. Saroj Rana (Warden)

Members Present in Meeting

- Class teachers of every batch
- Head girls and one representative from each UG and PG Batch.



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CHOITHRAM COLLEGE OF NURSING

ANTI RAGGING COMMITTEE MEETING MINUTES

Date :02/08/2021

Time :3.30-4.30 pm

Venue: Choithram college , Conference Room

Agenda of the Meeting

- Any issue related to ragging
- Ragging meeting to be conducted quarterly.

Meeting started with reading of previous meeting minutes by Mrs. Ramya Pillai (Committee Head). It was also decided to conduct meeting quarterly. website updation and anti ragging forms for new admission were arranged beforehand. No cases reported of ragging and sexual harassment.

Anti Ragging Committee Head :

- Mrs. Ramya Pillai (Assistant Proffesor, MHN Dept)
- Mrs. Nibha Soy (Assistant Lecturer, OBG Dept)
- Mrs. Mercy (Office Staff)
- Mrs. Saroj Rana (Warden)

Members Present in Meeting

- Class teachers of every batch

Head girls and one representative from each UG and PG Batch.



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CHOITHRAM COLLEGE OF NURSING ANTI RAGGING COMMITTEE MEETING MINUTES

Date :01/11/2021

Time :3.30-4.30 pm

Venue:Choithram college , Conference Room

Agenda of the Meeting

- To discuss any issues related to ragging
- Discussion of surprise visit to hostels and orientation program of Anti ragging

The meeting was attended and chaired by Dr. Prof. Aradhana Michael, Principal, Choithram College of Nursing. Committee Head Mrs. Ramya Pillai , presented the reports of surprise visit in hostels with all members. She also discussed that orientation program was also conducted in every batch for creating an awareness about the anti ragging rules. She also shared that strict warnings are also given in the orientation program to adhere with Anti ragging rules otherwise their admission will be cancelled or they may be suspended if found in sort of ragging in college campus. No case reported of ragging.

No incidence of ragging was reported as per discussion with student representatives

Anti ragging committee Head :

Mrs. Ramya Pillai (Assistant Professor,MHN Dept)

Mrs. Nibha Soy (Assistant Lecturer,OBG Dept)

Mrs. Mercy (Office Staff)

Mrs. Saroj Rana (Warden)

Members Present in Meeting

Class teachers of every batch

Head girls and one representative from each UG and PG Batch.

Dr. (Prof.) Aradhana Michael
Principal
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CHOITHRAM COLLEGE OF NURSING ANTI-RAGGING COMMITTEE MEETING MINUTES

Date:11/03/2022
Time: 11:30-12:30 pm

Venue: Choithram college, Conference Room.

Agenda of the meeting

- To discuss any issues related to ragging
- Re-orient students with the anti-ragging rules
- To discuss new committee members
- Collect the updates about committee implementation during classes.

After the long holidays and due to covid third cycle students rejoined the college in the month of March 2022. Due to covid since 2020 no anti-ragging activity physically hence, committee members have. A meeting was conducted & chaired by Dr. Prof. Aradhana Michael Principal of Choithram College of Nursing. All committee members were present in the meeting. During class committee meetings, the principal, head of the departments & attendance in charge created awareness among students about the prevention of ragging & other issues regarding ragging the students were monitored so, that new committee meeting members were held periodically. Student representatives from each batch were instructed about the anti-ragging rules and students were asked if they are facing any issues related to ragging.

No incident of ragging was reported as per discussion with student representatives.

Anti-Ragging Committee Members:

Prof. Ancy Varkey (CHN Dept)-Committee Head:

Mrs. Divya Saxena (Asst. Professor -OBG Dept)

Mrs. Nandini (Asst. Lecture)

Mrs. Mercy (Office Staff)

Mrs. Saroj Rana (Warden)

Members Present in Meeting

Class teachers of every batch

Head girls and one representative from each UG and PG Batch.


Dr. Prof. Aradhana Michael (Principal),

Choithram College of Nursing, Manik Bagh Road,

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CHOITHRAM COLLEGE OF NURSING ANTI-RAGGING COMMITTEE MEETING MINUTES

Date: 10 /06/2022
Time: 3:30 -4:30 pm

Venue: Choithram college, Conference Room.

Agenda of the meeting

- To discuss any issues related to ragging,
- Re-orient students with the anti-ragging rules,
- Hand over from the previous committee,
- Discussion of surprise visits to hostels.

The Meeting started with a reading of previous minutes by the head Mrs. Ramya Pillai. New committee head prof. Ancy Verkey surprise visit to the hostel with all members. Shereoriented students with the anti-ragging rules, and during the handover of duties to new committee members, a meeting was conducted by Dr.Prof.Aradhana Michael Principal of Choithram College of Nursing. Old and new committee members were present in the meeting where proper handover of duties and responsibilities along with registers maintained were given to the new members. Student representatives from each batch were instructed about the anti-ragging rules and students were asked if they are facing any issues related to ragging to the new batch.

No incident of ragging was reported as per discussion with student representatives.

Anti-Ragging Committee Members:

Prof.Ancy Varkey (CHN Dept)-Committee Head:

Mrs.Supriya.ch (Asst. Professor -MSN Dept)

Mrs.Nandini (Asst. Lecture)

Mrs.Mercy (Office Staff)

Mrs. Saroj Rana(Warden)

Members Present in Meeting

Class teachers of every batch

Old and new committee members.

Head girls and one representative from each UG and PG Batch.

Dr.Prof.Aradhana Michal(Principal),

Choithram College of Nursing, Manik Bagh Road,

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CHOITHRAM COLLEGE OF NURSING ANTI-RAGGING COMMITTEE MEETING MINUTES

Date: 07/10/2022
Time:3:30-4:30 pm

Venue: Choithram college, Conference Room.

Agenda of the meeting

- Courses on ethics and morals shall be welcomed into the curriculum of a new batch,
- Orientation program of ragging
- To confirm from fill-up and documentation at the time of admission,
- Re-orient students with the anti-ragging rules.

The Meeting started with a reading of previous minutes by the head Prof. Ancy Varkey. She orients students with the anti-ragging rules, especially for the new first-year batch. The meeting was conducted and chaired by Dr. Prof. Aradhana Michael Principal of Choithram College of Nursing. All new committee members were present at the meeting. All batch students (1st, 2nd, 3rd, 4th, year) filled out the anti-ragging forms & for a new batch of 1st-year, students were instructed on the forms and given awareness on the criteria of anti-ragging. Student representatives from each batch were instructed about the anti-ragging rules and students were asked if they are facing any issues related to ragging from the new batch.

No incident of ragging was reported as per discussion with student representatives.

Anti-Ragging Committee Members:

Prof. Ancy Varkey (CHN Dept)-Committee Head:

Mrs. Supriya.ch (Asst. Professor -OBG Dept)

Mrs. Nandini (Asst. Lecture)

Mrs. Mercy (Office Staff)

Mrs. Saroj Rana (Warden)

Members Present in Meeting

Class teachers of every batch,

Head girls and one representative from each UG and PG Batch.


Dr. Prof. Aradhana Michael (Principal),

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CHOITHRAM COLLEGE OF NURSING ANTI-RAGGING COMMITTEE MEETING MINUTES

Date: 09/12/2022
Time:3:30-4:30 pm

Venue: Choithram college, Conference Room.

Agenda of the meeting

- Awareness program shall be held periodically within the campus with students & parents,
- To find out any issues regarding ragging
- Re-orient students with the anti-ragging rules.

The Meeting started with a reading of previous minutes by the head prof. Ancy Varkey. She oriented students with the anti-ragging rules, especially for the new first-year batch. The meeting was conducted and chaired by Dr.Prof.Aradhana Michael Principal of Choithram College of Nursing. All new committee members were present at the meeting. As per government rule anti ragging affidavit is to be filled in by students with an undertaking from parents of new students inthe AARAMBH-the beginning of the healing touch (welcome) program.students were instructed on the forms and given awareness of the criteria of anti-ragging. Student representatives from each batch were instructed about the anti-ragging rules and students were asked if they are facing any issues related to ragging from the new batch.

No incident of ragging was reported as per discussion with student representatives.

Anti-Ragging Committee Members:

Prof.Ancy Varkey (CHN Dept)-Committee Head:

Mrs.Supriya.ch (Asst. Professor -OBG Dept)

Mrs.Nandini (Asst. Lecture)

Mrs.Mercy (Office Staff)

Mrs. Saroj Rana(Warden)

Members Present in Meeting

Class teachers of every batch,

Head girls and one representative from each UG and PG Batch.


Dr.Prof.Aradhana Michal(Principal),

Choithram College of Nursing, Manik Bagh Road,

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CHOITHRAM COLLEGE OF NURSING Anti-Ragging Committee Minutes Meeting 2022-2023

Date: 9 /3/ 2023
Time:10:30am-11:00am
Venue: Principal Office

The meeting of anti-ragging committee was held on 9/3/23 in the office of Principal under the chairmanship of Dr. (Prof) Aradhana Michael.

Agenda of the meeting:

- To review the case of ragging if any.
- To Organized anti-ragging Awareness programmes.
- To guide the day scholar students about anti-ragging.
- Guidance to Hosteller.
- Any other relevant subject at the time of meeting.

Minutes of Meeting:

- Minutes of earlier meeting were read by Ms. Vaishali Tiwari Patil and approved by chairperson Dr. Prof. Aradhna Michael.
- There is a no case regarding ragging of student.
- All the member of committee visited to all hostels on the campus and guided students regarding the issue.
- Subject to last meeting a notice was displayed on notice board and was circulated to students to fill online anti-ragging form with in the time limit.

The following members were present for the meeting.

1. Ms. Vaishali Tiwari
2. Prof. Ancy Varkey
3. Ms. Ramya Pillai
4. Ms. Nibha Soy
5. Ms. Roopal Chauhan
6. Ms. Priya Pandit
7. Mrs. Saroj Rana
8. Head Girls


Dr.(Prof) Aradhana Michael

Principal & Chairperson

Dr. (Prof.) Aradhana Michael
Principal
Choithram College of Nursing
Manik Bagh Road,
Indore-452014 (M.P.) India



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CHOITHRAM COLLEGE OF NURSING

Accredited by NAAC, Affiliated to INC, MPNRC Bhopal, MPMSU Jabalpur
Choithram Hospital & Research Centre Manik Bagh Road, Indore 452014 (M.P.)



● Phone: 0731-2362491 to 99, ● Ext. No.: 407/578
● Principal: +91-731-4939909

E-mail : cconursing@yahoo.co.in, choithramoffice@gmail.com
Webiste : www.choithramnursing.com

CHOITHRAM COLLEGE OF NURSING Anti-Ragging Committee Minutes Meeting 2022-2023

Date: 16 /6/ 2023
Time: 3:30Pm-4:00 Pm
Venue: Principal Office

The meeting of anti-ragging committee was held on 16/6/23 in the office of Principal under the chairmanship of Dr. (Prof) Aradhana Michael.

Agenda of the meeting:

- To review the case of ragging if any.
- To guide the day scholar students about anti-ragging.
- Guidance to hostel students.
- Any other relevant subject at the time of meeting.

Minutes of Meeting

- Minutes of earlier meeting were read by Ms. Vaishali Tiwari and approved by chairperson Dr. Prof. Aradhana Michael.
- There is a no case regarding ragging of student.
- All the member of committee visited to all hostels on the campus and guided students regarding the issue.

The following members were present for the meeting.

1. Ms. Vaishali Tiwari
2. Prof. Ancy Varkey
3. Mrs. Mercy Phillip
4. Ms. Nibha Soy
5. Ms. Roopal Chauhan
6. Ms. Priya Pandit
7. Mrs. Saroj Rana
8. Head Girls and one representative from each UG AND PG Batch.

Dr.(Prof) Aradhana Michael
Principal & Chairperson

Dr. (Prof.) Aradhana Michael
Principal
Choithram College of Nursing
Manik Bagh Road,
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CHOITHRAM COLLEGE OF NURSING Anti-Ragging Committee Minutes Meeting 2022-2023

Date: 28/8/2023

Time: 3:00Pm-4:00 Pm

Venue: Meeting Room

The meeting of anti-ragging committee was held on 28/8/23 in the Meeting room under the chairmanship of Dr. (Prof) Aradhana Michael.

Agenda of the meeting:

- To review the case of ragging if any.
- Feedback on Anti-ragging week (12th -18th August 2023) activities.
- Any other relevant subject at the time of meeting.

Minutes of Meeting

- Minutes of earlier meeting were read by Ms. Vaishali Tiwari and approved by Chairperson Dr. Prof. Aradhana Michael.
- There is a no case regarding ragging of student.
- All the members of committee had given their views on Anti-ragging week celebration and decided to conduct more events / awareness activities regarding the same to sensitize the students.

The following members were present for the meeting.

1. Ms. Vaishali Tiwari
2. Prof. Ancy Varkey
3. Mrs. Mercy Phillip
4. Ms. Nibha Soy
5. Ms. Roopal Chauhan
6. Mrs. Saroj Rana
7. Head Girls and one representative from each UG AND PG Batch.

Dr.(Prof) Aradhana Michael
Principal & Chairperson

Dr. (Prof.) Aradhana Michael
Principal
Choithram College of Nursing
Manik Bagh Road,
Indore-452014 (M.P.) India

Ms. Vaishali Tiwari
Associate Professor & Coordinator

