



REVA
UNIVERSITY
Bengaluru, India

**Minutes of the Meeting
Monitoring Committee**

Minutes of the Meeting- Monitoring Committee

Discipline and Monitoring Committee

Date: 28th of December 2022

Venue: Administrative Block, REVA University

Attendees:

- 1. Dr. M Dhanamjaya - Chairperson**
- 2. Ms. Jayanti Varma**
- 3. Dr. Shubha A**
- 4. Dr. Y Ramalinga Reddy**
- 5. Dr. Bharathi S**
- 6. Dr. N Ramesh - Member Secretary**

Agenda: Overall disciplinary order and Anti-Ragging Committee

Meeting Commencement:

The meeting was called to order by the Chairperson at 10:30 am. The attendees introduced themselves and confirmed their presence for the meeting.

Discussion Points:

- 1. Review of Anti-Ragging Committee's Objectives:**

The Chairperson provided a brief overview of the objectives and responsibilities of the Anti-Ragging Committee. The committee members were reminded of the importance of maintaining a safe and ragging-free environment within the institution.

- 2. Status Update on Anti-Ragging Measures:**

Each committee member provided a status update on the anti-ragging measures implemented in their respective areas of responsibility. The updates included awareness campaigns, regular monitoring, counseling sessions, and disciplinary actions taken against any reported incidents of ragging.

3. Analysis of Reported Incidents:

The committee reviewed the reported incidents of ragging during the previous academic year. Each incident was discussed in detail to identify any patterns, areas of improvement, and potential preventive measures. The committee emphasized the need for prompt and impartial investigation of all reported incidents.

4. Strengthening Preventive Measures:

The committee discussed various initiatives to strengthen preventive measures against ragging. Some of the suggestions included:

- a. Enhancing awareness campaigns through posters, banners, and workshops.
- b. Conducting orientation programs for new students and their parents/guardians.
- c. Establishing a helpline or online reporting system for anonymous reporting of ragging incidents.
- d. Collaborating with student organizations to promote a culture of respect and inclusivity.
- e. Reviewing the existing anti-ragging policy and making necessary updates if required.

5. Training and Sensitization:

The committee stressed the importance of training and sensitizing all staff members, faculty, and students about the anti-ragging policy and its implications. It was proposed to organize regular training sessions, workshops, and seminars to raise awareness and educate the stakeholders on preventing and reporting ragging incidents.

6. Timely Action and Disciplinary Measures:

The committee discussed the need for swift and appropriate action in response to reported ragging incidents. It was emphasized that the disciplinary measures should be fair, consistent, and aligned with the institution's policies. The committee agreed to create a detailed framework for handling such incidents and ensuring due process.

7. Review of Communication Channels:

The existing communication channels for reporting ragging incidents were evaluated. It was decided to streamline the reporting process and ensure that all stakeholders are aware of the available reporting mechanisms. The committee proposed the implementation of an online portal or mobile application for convenient reporting.

Action Items:

1. Each committee member to provide a written summary of the anti-ragging measures implemented in their respective areas of responsibility within one week.
2. The Chairperson to initiate the revision of the anti-ragging policy in collaboration with relevant stakeholders.
3. Organize regular training sessions and workshops for staff members, faculty, and students on anti-ragging measures and reporting procedures.
4. Develop a detailed framework for handling reported ragging incidents, including disciplinary measures and due process.
5. Explore the feasibility of implementing an online portal or mobile application for reporting ragging incidents.
6. Schedule the next meeting of the Discipline and Monitoring Committee for a review of progress.

Meeting Conclusion:

The Chairperson thanked all the attendees for their active participation and valuable inputs.


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Date: 28th of December 2022

Action Items:

1. Each committee member to prepare the summary of the anti-ragging measures implemented in their respective areas of responsibility within one week.

- Action taken: The Chairperson has reviewed and consolidated the information for reference and further analysis.

2. The Chairperson to initiate the revision of the anti-ragging policy in collaboration with relevant stakeholders.

- Action taken: The Chairperson has initiated the process of revising the anti-ragging policy. A working group has been formed, consisting of committee members and representatives from relevant departments. A timeline for the policy revision has been established, and regular meetings are being held to ensure progress.

3. Organize regular training sessions and workshops for staff members, faculty, and students on anti-ragging measures and reporting procedures.

- Action taken: The committee has collaborated with the Human Resources and Training Department to organize regular training sessions and workshops. The training content is being developed to cover all aspects of anti-ragging measures, reporting procedures, and the importance of maintaining a safe and ragging-free environment.

4. Explore the feasibility of implementing an online portal or mobile application for reporting ragging incidents.

- Action taken: The committee has assigned a subcommittee to explore the feasibility of implementing an online portal or mobile application for reporting ragging incidents. The subcommittee is conducting a feasibility study, considering factors such as technical requirements, data security, and user-friendliness.

Progress Update:

The committee has made significant progress in implementing the action items discussed during the meeting. Regular communication and coordination among committee members and stakeholders are ensuring smooth progress.

Conclusion:

The Discipline and Monitoring Committee is committed to creating a safe and ragging-free environment within the institution. The action items from the meeting are being diligently executed, and the committee will continue to monitor the progress and take necessary measures to prevent and address any incidents of ragging effectively.



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Minutes of the Meeting- Monitoring Committee

Discipline and Monitoring Committee

Date: Date: 6th June 2022

Venue: Administrative Block, REVA University

Attendees:

- 1. Dr. M Dhanamjaya - Chairperson**
- 2. Ms. Jayanti Varma**
- 3. Dr. Shubha A**
- 4. Dr. Y Ramalinga Reddy**
- 5. Dr. Bharathi S**
- 6. Dr. N Ramesh - Member Secretary**

Agenda:

1. Review of the previous meeting minutes.
2. Progress update on sensitization programs.
3. Discussion on prevention strategies.
4. Updates on redressal mechanisms.
5. Any other business.

Meeting Proceedings:

1. Review of the Previous Meeting Minutes:

The Chairperson called the meeting to order and requested the Secretary to present the minutes of the previous meeting. The minutes were reviewed, and no corrections or changes were suggested. The minutes were approved unanimously.

2. Progress Update on Sensitization Programs:

The committee members provided updates on the ongoing sensitization programs conducted in the organization. It was reported that several awareness workshops, training sessions, and interactive sessions were organized to educate employees about sexual harassment and

appropriate behavior in the workplace. Positive feedback was received from participants, indicating an increase in awareness and understanding of the issue.

3. Discussion on Prevention Strategies:

The committee discussed various prevention strategies to foster a safe and respectful working environment. The following measures were proposed:

a. **Regular communication:** Enhance communication channels to promote awareness, reinforce policies, and encourage reporting of any incidents promptly.

b. **Policy review:** Review existing policies on sexual harassment prevention to ensure they are up to date and align with current legal requirements.

c. **Training programs:** Develop comprehensive training programs for all employees, including supervisors and managers, to ensure they understand their responsibilities and know how to prevent, identify, and address incidents of sexual harassment.

d. **Reporting mechanisms:** Evaluate the effectiveness of existing reporting mechanisms and explore options to improve accessibility, confidentiality, and support for victims.

4. Updates on Redressal Mechanisms:

The committee discussed the current redressal mechanisms available to address complaints of sexual harassment. It was noted that the existing procedures were generally effective, but efforts should be made to streamline the process and ensure prompt and fair resolution of complaints. The committee agreed to conduct a review of the complaint handling procedures and make any necessary updates or improvements.

5. Any Other Business:

No additional items were raised for discussion.

Action Items:

1. The Secretary will circulate the minutes of this meeting to all committee members for review and approval.
2. The committee members will collaborate to develop comprehensive training programs on sexual harassment prevention.
3. The committee will conduct a review of the existing complaint handling procedures and propose any necessary updates.
4. The Chairperson will schedule the next committee meeting and inform all members of the date, time, and location.

Meeting Conclusion:

The Chairperson thanked all the committee members for their active participation and valuable inputs. The meeting was adjourned at 4:15 PM.



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Action Taken Report- Monitoring Committee

Date: 6th June 2022

Action Items:

1. The Secretary circulated the minutes of the meeting to all committee members for review and approval. [Completed]

2. The committee members collaborated and developed comprehensive training programs on sexual harassment prevention. The programs have been finalized and are ready for implementation. [Completed]

3. The committee conducted a review of the existing complaint handling procedures. Several updates and improvements were identified, including:

- Streamlining the process to ensure prompt and fair resolution of complaints.
- Enhancing accessibility, confidentiality, and support for victims.
- Clarifying the roles and responsibilities of all parties involved.
- Strengthening the investigation and disciplinary procedures.
- Providing clear guidelines for documenting and reporting incidents.

These proposed updates are currently under consideration and will be implemented upon final approval by the committee. [In Progress]

4. The Chairperson scheduled the next committee meeting. The meeting details have been communicated to all members. [Completed]

Additional Actions:

1. The committee initiated discussions with relevant stakeholders, including HR, Legal, and senior management, to ensure their support and cooperation in implementing the proposed updates to the complaint handling procedures. [In Progress]
2. The committee began preparations for the implementation of the training programs, including scheduling sessions, booking venues, and arranging necessary resources.
3. The Secretary started drafting a communication plan to disseminate information about the committee's initiatives, training programs, and complaint handling procedures to all employees.
4. The committee members were assigned specific tasks to gather further information and research best practices on sexual harassment prevention, reporting mechanisms, and redressal processes in other organizations. [In Progress]

Conclusion:

The committee has taken significant steps towards fulfilling the objectives discussed during the meeting. The training programs on sexual harassment prevention have been developed, and efforts are underway to improve the complaint handling procedures. The committee members are actively engaged in further actions to ensure a safe and respectful working environment. Progress will continue to be monitored, and updates will be provided in the subsequent meetings.



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Minutes of the Meeting- Monitoring Committee

Discipline and Monitoring Committee - Sexual Harassment Committee

Minutes of the Meeting

Date: **24th of June 2021**

Agenda:

1. Introduction and welcome.
2. Review and approval of the previous meeting minutes.
3. Discussion on recent complaints and ongoing cases.
4. Update on the awareness program and training sessions.
5. Any other business.
6. Next meeting date and time.
7. Adjournment.

Meeting Proceedings:

1. Introduction and welcome:

The Chairperson called the meeting to order and welcomed all the members present. The purpose of the meeting was explained, emphasizing the importance of the committee's role in redressing sexual harassment complaints within the organization.

2. Review and approval of the previous meeting minutes:

The minutes of the previous meeting were circulated among the members for review. After a thorough discussion, the minutes were approved with no amendments.

3. Discussion on recent complaints and ongoing cases:

The committee reviewed the status of recent complaints and ongoing cases. Detailed discussions were held regarding each case, including the evidence presented and the actions taken by the committee. The members provided their insights and suggestions on how to proceed with the investigations and support the affected individuals.

4. Update on the awareness program and training sessions:

The committee discussed the progress of the awareness program and training sessions conducted to educate employees about sexual harassment prevention and reporting procedures. The members shared feedback received from participants and discussed ways to enhance the effectiveness of future programs.

5. Any other business:

a. The committee discussed the need for regular updates on the organization's sexual harassment policy and guidelines. It was agreed that a review of the policy would be conducted, taking into account any necessary revisions or improvements.

b. The committee also discussed the importance of maintaining confidentiality and ensuring the privacy of individuals involved in sexual harassment cases. Guidelines were reiterated to all members regarding the handling of sensitive information and maintaining a secure environment.

6. Next meeting date and time:

The Chairperson proposed the next meeting date, which was agreed upon by the members.

7. Adjournment:

With no further business to discuss, the Chairperson thanked all the members for their participation and contributions. The meeting was adjourned at 12:10 PM.



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Action Taken Report- Monitoring Committee

Date: 24th of June 2021

Agenda Item 3: Discussion on recent complaints and ongoing cases.

Actions Taken:

1. Case 1: The committee reviewed the complaint and decided to initiate a thorough investigation. and were assigned as the investigation officers. They will gather evidence, interview relevant parties, and prepare a report for the next committee meeting.

Deadline: Investigation report to be submitted at the earliest

2. Case 2: The committee reviewed the progress of the ongoing case and noted that additional evidence had been collected. The committee decided to consult with legal experts to ensure a fair and just resolution. A member was assigned the task of contacting the legal experts and scheduling a meeting to seek their guidance.

Deadline: Legal consultation to be completed at the earliest.

Agenda Item 4: Update on the awareness program and training sessions.

Actions Taken:

1. The committee reviewed the feedback received from participants of the awareness program and training sessions. It was noted that the sessions were informative and well-received. However, some participants suggested including more practical examples and case studies in future sessions.

Deadline: Incorporate practical examples and case studies for the next training session.

Agenda Item 5: Any other business.

Actions Taken:

1. The committee agreed to conduct a comprehensive review of the organization's sexual harassment policy and guidelines. Members volunteered to lead the review process. They will analyze the existing policy, identify any gaps or areas for improvement, and propose revisions.

Deadline: Policy review to be completed as soon as possible.

2. The committee emphasized the importance of maintaining confidentiality throughout the investigation process. A reminder was sent to all members to ensure strict adherence to confidentiality guidelines and protocols.



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Minutes of the Meeting- Monitoring Committee

Discipline and Monitoring Committee

Minutes of the Meeting

Date: 22nd of January 2020

Venue: Administrative Block, REVA University

Agenda:

1. Hostel Discipline and Disputes
2. Day Scholars' Discipline and Disputes
3. Disputes between Departments

Meeting Proceedings:

1. Hostel Discipline and Disputes:

The committee discussed the current situation regarding hostel discipline and disputes. It was noted that there have been instances of noise disturbances, violations of curfew timings, and conflicts between hostel residents. The committee decided to take the following actions:

- Increase the presence of hostel wardens during evenings and nights to monitor and enforce discipline.
- Conduct regular meetings with hostel residents to address their concerns and remind them of the rules and regulations.
- Establish a system for reporting and resolving conflicts between hostel residents, ensuring confidentiality and impartiality.
- Strengthen communication channels between hostel residents and the committee to promote a better understanding of rules and expectations.

2. Day Scholars' Discipline and Disputes:

The committee discussed issues related to day scholars' discipline and disputes. It was observed that some day scholars have been involved in disruptive behavior, unauthorized access to restricted areas, and clashes with hostel residents. The committee decided to implement the following measures:

- Increase security measures at entrance points to prevent unauthorized access.

- Conduct awareness campaigns and workshops to educate day scholars about the code of conduct and expected behavior on campus.
- Collaborate with relevant departments to establish clear guidelines for day scholars' access to specific areas.
- Establish a reporting mechanism for incidents involving day scholars, enabling swift investigation and appropriate actions.

3. Disputes between Departments:

The committee discussed the occurrence of disputes between different departments within the institution. It was recognized that such conflicts can hinder effective collaboration and hinder the progress of various projects. The committee decided to undertake the following steps:

- Organize regular joint meetings between departments to promote communication, understanding, and teamwork.
- Appoint a liaison officer from each department to act as a mediator in case of disputes and ensure effective communication between the parties involved.
- Develop a conflict resolution mechanism that encourages dialogue and negotiation to address departmental conflicts in a timely and constructive manner.
- Provide training and workshops on conflict management and interpersonal skills for employees to minimize disputes and improve cooperation between departments.

Action Items:

1. Increase the presence of hostel wardens during evenings and nights.
2. Conduct regular meetings with hostel residents to address concerns and reinforce rules.
3. Establish a reporting and resolution system for hostel disputes.
4. Enhance security measures at entrance points to prevent unauthorized access.
5. Conduct awareness campaigns and workshops for day scholars.
6. Collaborate with relevant departments to establish guidelines for day scholars' access.

7. Organize joint meetings between departments to promote communication and teamwork.
8. Appoint liaison officers from each department to mediate disputes.
9. Develop a conflict resolution mechanism for departmental conflicts.
10. Provide training and workshops on conflict management and interpersonal skills.

Conclusion:

The Discipline and Monitoring Committee addressed the concerns regarding hostel discipline and disputes, day scholars' discipline and disputes, and disputes between departments. The committee identified specific actions to be taken to improve discipline, resolve conflicts, and foster a harmonious environment within the institution. The implementation of these actions will be monitored by the committee, and progress will be reviewed in the next meeting.



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Action Taken Report- Monitoring Committee

Date: 22nd of January 2020

Discipline and Monitoring Committee

Action Items:

1. Increase the presence of hostel wardens during evenings and nights.

- Additional hostel wardens have been deployed during evenings and nights to ensure better monitoring and enforcement of discipline. Their presence has been increased in key areas of concern.

2. Conduct regular meetings with hostel residents to address concerns and reinforce rules.

- Regular meetings have been scheduled with hostel residents to address their concerns, clarify rules and regulations, and create a platform for open communication. The meetings are being conducted on a bi-weekly basis.

3. Establish a reporting and resolution system for hostel disputes.

- A reporting and resolution system for hostel disputes has been implemented. Hostel residents can now submit their complaints and concerns through an online portal, which ensures confidentiality and allows for prompt action. A dedicated committee has been assigned to handle these complaints and work towards their resolution.

4. Enhance security measures at entrance points to prevent unauthorized access.

- Security measures at entrance points have been strengthened to prevent unauthorized access. Additional security personnel have been deployed, and access control systems, such as ID card scanners and CCTV cameras, have been installed to monitor and control entry.

5. Conduct awareness campaigns and workshops for day scholars.

- Awareness campaigns and workshops have been organized for day scholars to educate them about the code of conduct, expected behavior on campus, and the consequences of any violations. These sessions are being conducted on a monthly basis and are mandatory for all day scholars.

6. Collaborate with relevant departments to establish guidelines for day scholars' access.

- Collaborative efforts with relevant departments have resulted in the establishment of clear guidelines for day scholars' access to specific areas. These guidelines have been communicated to all day scholars, ensuring better clarity and compliance.

7. Organize joint meetings between departments to promote communication and teamwork.

- Joint meetings between departments have been initiated to promote communication, understanding, and teamwork. These meetings are held bi-monthly and provide a platform for departments to discuss and resolve any issues or conflicts that may arise.

8. Appoint liaison officers from each department to mediate disputes.

- Liaison officers from each department have been appointed to act as mediators in case of disputes between departments. These officers facilitate communication, help in resolving conflicts, and ensure smooth coordination between the departments.

9. Develop a conflict resolution mechanism for departmental conflicts.

- A conflict resolution mechanism has been developed to address departmental conflicts in a timely and constructive manner. The mechanism includes a structured approach to resolving conflicts through dialogue, negotiation, and, if required, escalation to higher authorities.

10. Provide training and workshops on conflict management and interpersonal skills.

- Training and workshops on conflict management and interpersonal skills have been conducted for employees. These sessions aim to enhance their conflict resolution abilities, improve communication, and foster positive working relationships within the organization.

Progress and Next Steps:

The above actions have been implemented as per the decisions made during the committee meeting. The committee will continue to monitor the progress of these actions and their effectiveness in improving discipline and resolving disputes. A follow-up meeting will be scheduled to review the outcomes and discuss any further necessary steps.



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Minutes of the Meeting- Monitoring Committee

Discipline and Monitoring Committee

Minutes of the Meeting

Date: 15th of June 2019

Venue: Administrative Block, REVA University

Agenda:

Strategies to Implement the Anti-Ragging Committee

Meeting Summary:

1. The meeting commenced with a brief introduction of the agenda and its importance in ensuring a safe and welcoming environment for all students within the institution.
2. The committee reviewed the existing policies and guidelines related to ragging prevention and anti-ragging measures. It was noted that the Anti-Ragging Committee's formation and implementation needed to be strengthened to ensure its effectiveness.
3. It was agreed upon that the Anti-Ragging Committee should be composed of representatives from various stakeholders, including faculty, administration, student representatives, and external members such as local authorities or law enforcement officials. The committee should be diverse and inclusive, representing different perspectives and ensuring impartial decision-making.
4. The committee discussed the roles and responsibilities of the Anti-Ragging Committee. It was decided that the committee should be responsible for:
 - a. Creating and implementing an effective anti-ragging policy.
 - b. Conducting awareness campaigns and workshops for students, faculty, and staff regarding the consequences of ragging and the mechanisms for reporting incidents.
 - c. Receiving, investigating, and taking appropriate action on ragging complaints in a timely manner.
 - d. Collaborating with local authorities and law enforcement agencies, if necessary, to address severe cases of ragging.
 - e. Maintaining records of ragging incidents, actions taken, and their outcomes.
 - f. Regularly reviewing and updating the anti-ragging policy and measures based on feedback and changing needs.

5. The committee recognized the need for proactive monitoring to prevent ragging incidents. It was suggested that the institution should establish mechanisms for continuous monitoring, such as:

- a. Regular interactions with students to identify potential issues and provide necessary support.
- b. Designating mentors or senior students to guide and assist new students during their initial days at the institution.
- c. Conducting surprise inspections and patrols within the campus to deter ragging and promptly intervene if any incidents are detected.
- d. Encouraging students to report any instances of ragging anonymously to ensure their safety.

6. The committee emphasized the importance of sensitizing faculty, staff, and students about the consequences of ragging and the significance of maintaining a ragging-free campus. It was decided to organize mandatory orientation sessions and workshops for all incoming students to educate them about the anti-ragging policies, reporting mechanisms, and available support systems.

7. The committee agreed to establish a robust complaint mechanism to ensure that students can easily report incidents of ragging. It was suggested that multiple reporting channels, including anonymous options, should be made available, such as online forms, dedicated helplines, and physical drop-boxes.

8. The committee discussed the need for effective coordination and communication among various stakeholders, including the Anti-Ragging Committee, faculty, administration, and students. It was decided to establish regular meetings, open forums, and feedback mechanisms to address concerns, share updates, and gather suggestions for improvement.

9. The committee decided to create an annual report summarizing the activities, achievements, and challenges faced by the Anti-Ragging Committee. This report would be shared with the institution's management, governing bodies, and relevant authorities to ensure transparency and accountability.

10. The meeting concluded with a recap of the action items and responsibilities assigned to each committee member. The next meeting was scheduled to review the progress made and



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Action Taken Report- Monitoring Committee

Date: 15th of June 2019

Action Items:

1. Identify and invite representatives from various stakeholders to form the Anti-Ragging Committee.

- Action Taken: The committee identified and invited representatives from faculty, administration, student representatives, and external members to join the Anti-Ragging Committee. Invitations were sent out, and the committee formation is currently underway.

2. Review and revise the existing anti-ragging policies and guidelines.

- Action Taken: The committee reviewed the existing policies and guidelines related to ragging prevention. Feedback and suggestions for revision were collected from committee members. The revised policies and guidelines are currently being drafted and will be circulated for further review.

3. Plan and organize awareness campaigns and workshops regarding ragging prevention.

- Action Taken: A subcommittee was formed to plan and organize awareness campaigns and workshops. The subcommittee has developed a detailed plan, including topics, resource persons, and timelines. The campaigns and workshops are scheduled to be conducted during the orientation week for incoming students.

4. Establish a complaint mechanism for reporting ragging incidents.

- Action Taken: The committee has worked on developing a comprehensive complaint mechanism. Multiple reporting channels, including online forms, dedicated helplines, and physical drop-boxes, have been set up. The mechanism has been communicated to the students, and it is now operational.

5. Conduct surprise inspections and patrols within the campus.

- Action Taken: The committee has coordinated with campus security to conduct surprise inspections and patrols within the campus. The security personnel have been briefed about the purpose and protocol of these inspections. Regular inspections have been initiated, and reports are being documented.

6. Organize mandatory orientation sessions and workshops for incoming students.

- Action Taken: The committee has collaborated with the orientation team to include sessions on anti-ragging policies, reporting mechanisms, and available support systems. The sessions have been

integrated into the orientation program, and the necessary resources and materials have been prepared.

7. Establish regular meetings, open forums, and feedback mechanisms for effective coordination and communication.

- Action Taken: A communication plan has been developed, which includes regular meetings, open forums, and feedback mechanisms. The committee has scheduled monthly meetings to discuss progress, address concerns, and gather feedback.

8. Prepare an annual report summarizing the activities and achievements of the Anti-Ragging Committee.

- Action Taken: The committee has initiated the process of preparing the annual report. A template has been designed to capture the activities, achievements, and challenges faced by the committee. Members have been assigned specific sections to gather relevant data and information.

Next Steps:

1. Finalize the formation of the Anti-Ragging Committee and schedule the first committee meeting.
2. Circulate the revised anti-ragging policies and guidelines for feedback and final approval.
3. Execute the planned awareness campaigns and workshops during the orientation week.
4. Monitor and evaluate the effectiveness of the complaint mechanism and make necessary improvements if required.
5. Continue surprise inspections and patrols within the campus to ensure a safe environment.
6. Conduct the mandatory orientation sessions and workshops for incoming students.
7. Initiate the regular meetings, open forums, and feedback mechanisms to foster effective coordination and communication.
8. Compile and finalize the annual report summarizing the activities and achievements of the Anti-Ragging Committee.



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Minutes of the Meeting- Monitoring Committee

Discipline and Monitoring Committee

Minutes of the Meeting

Date: 14th of September 2018

Venue: Administrative Block, REVA University

Attendees:

1. Dr. M Dhanamjaya - Chairperson
2. Dr. Narayana Swamy
3. Dr. Y Ramalinga Reddy
4. Dr. Shubha A
5. Col Shri Kumar Nair
6. Dr. N Ramesh - Member Secretary

Agenda: Strategies to Implement Discipline in the College Campus

Meeting Notes:

1. Introduction and Opening Remarks

- The chair welcomed all committee members and thanked them for their presence.
- The purpose of the meeting was reiterated, focusing on discussing strategies to enhance discipline in the college campus.

2. Review of Current Discipline Policies

- The committee reviewed the existing discipline policies and procedures in place at the college.
- Identified areas where improvements could be made to strengthen the enforcement of discipline.

3. Establishing Clear Expectations

- It was agreed upon that clear expectations regarding behavior and conduct should be communicated to all students and staff members.
- The committee discussed the importance of disseminating information about the college's code of conduct, rules, and regulations through various channels such as orientation sessions, student handbooks, posters, and the college website.

- Emphasized the need to ensure that all members of the college community are aware of the consequences of violating the established rules.

4. Creating Awareness Campaigns

- The committee decided to organize regular awareness campaigns focusing on promoting discipline among students.
- Discussed the potential use of posters, banners, and digital media platforms to convey messages related to discipline, ethics, and responsible behavior.
- Proposed collaboration with student clubs and organizations to raise awareness and encourage active student participation.

5. Strengthening Monitoring and Reporting Mechanisms

- Recognized the importance of effective monitoring and reporting mechanisms to maintain discipline.
- Discussed the possibility of appointing student representatives as discipline monitors to report incidents and violations promptly.
- Recommended the establishment of an anonymous reporting system to encourage students and staff to report disciplinary concerns without fear of reprisal.

6. Enforcing Consistent Disciplinary Actions

- Addressed the need for consistent disciplinary actions to promote fairness and deterrence.
- Suggested the formation of a disciplinary committee to handle reported incidents and recommend appropriate penalties.
- The committee proposed regular training sessions for faculty and staff members to ensure consistent application of disciplinary measures.

7. Collaboration with Parents and Guardians

- Highlighted the significance of involving parents and guardians in maintaining discipline within the college campus.
- Discussed the possibility of organizing parent-teacher meetings, sending regular communication updates, and establishing a helpline for parental queries and concerns.

8. Reviewing and Updating Policies

- Agreed to conduct periodic reviews of the college's discipline policies and procedures.
- Emphasized the need to adapt to changing circumstances and address emerging challenges.

- Discussed the possibility of soliciting feedback from students, staff, and other stakeholders to improve the effectiveness of the policies.

9. Action Plan and Timeline

- Assigned tasks and responsibilities to committee members to implement the agreed-upon strategies.
- Developed a timeline with specific milestones and deadlines for each action item.

10. Next Meeting

- Scheduled the next committee meeting to review the progress and discuss any additional strategies or modifications required.

Closing Remarks:

- The chair thanked all attendees for their active participation and contributions.
- Encouraged committee members to continue their efforts to enhance discipline within the college campus.

Meeting adjourned at [5:00 PM]



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Action Taken Report- Monitoring Committee

Date: 14th of September 2018

Action Items:

1. Review of Current Discipline Policies

- The committee chair assigned a member to conduct a detailed review of the existing discipline policies and procedures in place at the college.
- The respective members will analyze the strengths and weaknesses of the current policies and identify areas where improvements can be made.

2. Establishing Clear Expectations

- Members have been tasked with developing a comprehensive communication plan to ensure clear expectations regarding behavior and conduct are communicated to all students and staff members.
- This plan will include the dissemination of information about the college's code of conduct, rules, and regulations through various channels such as orientation sessions, student handbooks, posters, and the college website.

3. Creating Awareness Campaigns

- members will collaborate to design and implement regular awareness campaigns focusing on promoting discipline among students.
- They will develop a plan to utilize posters, banners, and digital media platforms to convey messages related to discipline, ethics, and responsible behavior.
- members will explore opportunities for collaboration with student clubs and organizations to raise awareness and encourage active student participation.

4. Strengthening Monitoring and Reporting Mechanisms

- Members will be responsible for establishing a system to appoint student representatives as discipline monitors.
- They will develop guidelines and procedures for reporting incidents and violations promptly.
- Members will investigate the feasibility of implementing an anonymous reporting system to encourage students and staff to report disciplinary concerns without fear of reprisal.

5. Enforcing Consistent Disciplinary Actions

- The committee chair assigned members to form a disciplinary committee that will handle reported incidents and recommend appropriate penalties.
- Members will develop guidelines for the disciplinary committee's operations and ensure consistent application of disciplinary measures.
- Members will also organize regular training sessions for faculty and staff members to ensure their understanding of and adherence to disciplinary policies.

6. Collaboration with Parents and Guardians

- Members will be responsible for initiating collaboration with parents and guardians.
- They will explore the organization of parent-teacher meetings, regular communication updates, and the establishment of a helpline for parental queries and concerns.

7. Reviewing and Updating Policies

- Members will lead the effort to conduct periodic reviews of the college's discipline policies and procedures.
- They will solicit feedback from students, staff, and other stakeholders to identify areas for improvement.
- Members will propose modifications and updates to the policies based on the feedback received.

Next Meeting:

- The next committee meeting will be scheduled to review the progress of the action items and discuss any additional strategies or modifications required.

Closing Remarks:

- The committee members expressed their commitment to the assigned action items and agreed to work diligently to implement the discussed strategies.
- The chair encouraged everyone to complete their tasks within the specified deadlines and thanked them for their active participation.



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