



# PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Anna University, Chennai)

Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu  
Mobile : 9842102628, 7373002628 Email: info@psyec.edu.in Website : www.psyec.edu.in

City Office : 10, Pandian Saraswathi St, Sivagami Nagar, Narayanapuram, Madurai - 625 014. Telefax- 0452 2682338, Mobile : 98423-02628

## CIRCULAR

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 7.12.2022 at 2.30 pm in Principal's office.

Agenda:

1. Report on cases relating Sexual harassment for the academic year 2022-2023.
2. Events and programs to be organized.
3. Any other point with the permission of the Principal.

  
CONVENER

  
PRINCIPAL

Dr. R. RAJA M.E., Ph.D.,

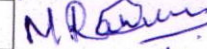
PRINCIPAL

PANDIAN SARASWATHI YADAV  
ENGINEERING COLLEGE

S.No	Name	Profession	Position in ICC
1.	Mrs.S.Pandimeena	HOD/EEE	Convener
2.	Mr.M.RadhaKrishnan	HOD/Mech	Member
3.	Dr.K.R.PremLatha	HOD/CSE	Member
4.	Dr.S.Regina	Asst.Prof/ECE	Member
5.	Mrs.M.Kasthuri	HOD/Civil	Member
6.	Ms. P.Jerlin Belsiya	HOD/S&H	Member
7.	Mrs.C.KalaRani	Asst.Prof/EEE	Member
8.	Mr.R.Vairamuthu	Advocate, Madras High Court, Madurai Bench	External member

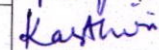
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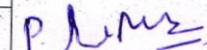


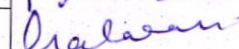


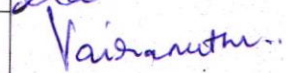
















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## MINUTES OF INTERNAL COMPLAINTS COMMITTEE (ICC) MEETING

Date of Meeting : 07.12.2022

Venue : Principal's Office

The Internal Complaints Committee (As per section 4 of Sexual Harassment of Women at Workplace – Prevention, Prohibition and Redressal Act 2013) meeting for the academic year 2022-2023 was held on 07.12.2011 in Principal's office. All the members attended the meeting.

1. At the outset, the convener welcomed all the participants of the meeting.
2. The Committee noted that no complaint of sexual harassment against anyone of the institution has been received.
3. The Committee emphasized that in order to create awareness and continuous sensitization for the women employees and girl students. It is essential to communicate the information through the members/convener of the ICC
4. The committee also emphasized that (i) "Sexual Harassment of Women at Workplace – (Prevention, Prohibition and Redressal ) Act and Rule 2013. (ii) Consitution of the committee, and (iii) details of the Members of the Complaints Committee such as name, phone number, Email id, address, etc., needs to be uploaded in the website.
5. The committee Stressed to increase awareness amongst the students and employees on how the rules have been amended to prevent instances of harassment of women.
6. The Convener expressed her thanks to all the members and the members agreed that the committee will meet every year during the month of December on regular basis or earlier, if need be in any case of complaints.
7. Any other business, No other business was recorded.
8. The meeting ended with vote of thanks.

CONVENER

Members Present

S.No	Name	Profession	Position in ICC
1.	Mrs.S.Pandimeena	HOD/EEE	Convener
2.	Mr.M.RadhaKrishnan	HOD/Mech	Member
3.	Dr.K.R.PremLatha	HOD/CSE	Member
4.	Dr.S.Regina	Asst.Prof/ECE	Member
5.	Mrs.M.Kasthuri	HOD/Civil	Member
6.	Ms. P.Jerlin Belsiya	HOD/S&H	Member
7.	Mrs.C.KalaRani	Asst.Prof/EEE	Member
8.	Mr.R.Vairamuthu	Advocate, Madras High Court, Madurai Bench	External member

PRINCIPAL

Dr. R. RAJA M.E., Ph.D.,

PRINCIPAL

PANDIAN SARASWATHI YADAV  
ENGINEERING COLLEGE

Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu

Mobile : 9842102628, 7373002628

Website : www.psyec.edu.in

Signature of Principal

Signature of Convener

Signature of Member

Signature of Member

Signature of Member

Signature of Member

Signature of Member

Signature of Member

Signature of Member

Signature of Member

Signature of Member

Signature of Member

Signature of Member

Signature of Member





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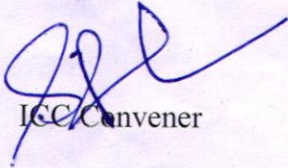
Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu  
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Date: 15.11.2021

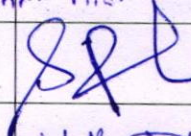
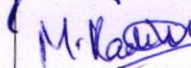
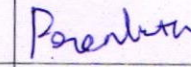
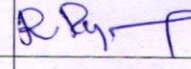
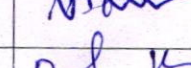
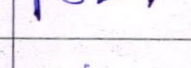
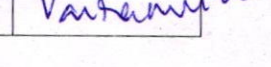
## CIRCULAR

This is informed that the Internal Complaint committee is going to conduct meeting with all committee members on 17.11.2021 at 10:30am at Principal Cabin. Hence all committee members and student representative may attend the meeting.

  
ICC Convener

Circulated To:

PRINCIPAL  
Dr. R. RAJA M.E., Ph.D.,  
PRINCIPAL  
PANDIAN SARASWATHI YADAV  
ENGINEERING COLLEGE  
Arasanoor, Thirumansolai P.O.-630 561  
Sivagangai Dist. Tamil Nadu

S.No	Name	Profession	Position in ICC	Signature
1.	Mrs. S PANDIMEENA	HOD/EEE	Convener	
2.	Mr.M.RadhaKrishnan	HOD/Mech	Member	
3.	Dr.K.R.PremLatha	HOD/CSE	Member	
4.	Mrs. Rajalakshmi	HOD/ECE	Member	
5.	DR MURALI .V	HOD/Civil	Member	
6.	Ms. P.Jerlin Belsiya	HOD/S&H	Member	
7.	Mr.R.Vairamuthu	Advocate, Madras High Court, Madurai Bench	External member	





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## Minutes of Internal Complaint Committee Meeting

Date: 18/11/2021

Time and Date: 10:00am and 17.11.2021

Venue: CSE Seminar Hall

Points Discussed

1. Chairman of committee welcomed all members for this meeting.
2. It is planned to organize a motivational talk for the students.
3. Planned to conduct a seminar on Women Empowerment.
4. **The committee has noted that no complaints of sexual harassment have been received from any women employee, students of our institution.**
5. Finally vote of thanks by Mrs. S Pandimeena

### Members Present

S.No	Name	Profession	Position in ICC	Signature
1.	Mrs. S Pandimeena	AP/EEE	Convener	
2.	Mr.M.RadhaKrishnan	HOD/Mech	Member	
3.	Dr.K.R.PremLatha	HOD/CSE	Member	
4.	Mrs. Rajalakshmi	HOD/ECE	Member	
5.	DR Murali .V	HOD/Civil	Member	
6.	Ms. P.Jerlin Belsiya	HOD/S&H	Member	
7.	Mr.R.Vairamuthu	Advocate, Madras High Court, Madurai Bench	External member	

Principal

Dr. R. RAJA M.E., Ph.D.,  
PRINCIPAL  
PANDIAN SARASWATHI YADAV  
ENGINEERING COLLEGE  
Arasanoor, Thirumansolai P.O: 630 56





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03/04/2021

## Circular

All the members of Internal Complaints Committee (ICC) are requested to attend the meeting on 06/04/2021 at 11:00am at CSE Seminar Hall, PSYEC

### AGENDA:

- Discussion on previous activities of ICC
- Events and programs to be organized.
- Any other point with the permission of the Principal.

### CONVENER

PRINCIPAL

Dr. R. RAJA M.E., Ph.D.,

PANDIAN SARASWATHI YADAV  
ENGINEERING COLLEGE  
Arasanoor, Thirumansolai P.O. 630 561  
Sivagangai Dist, Tamil Nadu

S.No	Name	Profession	Position in ICC	Signature
1.	Mrs. S PANDIMEENA	HOD/EEE	Convener	
2.	Mrs. K. Kalaiselvi	AP/EEE	Member	
3.	Mr. M. Radha Krishnan	HOD/Mech	Member	
4.	Dr. K. R. Prem Latha	HOD/CSE	Member	
5.	Mrs. Rajalakshmi	HOD/ECE	Member	
6.	DR MURALI .V	HOD/Civil	Member	
7.	Ms. P. Jerlin Belsiya	HOD/S&H	Member	
8.	Mr. R. Vairamuthu	Advocate, Madras High Court, Madurai Bench	External member	





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## Internal Complaints Committee (ICC)

### Minutes of the Meeting

**Date:** 06/04/2021

**Venue:** CSE Seminar Hall, Main Block, PSYEC

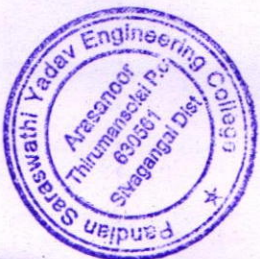
#### **AGENDA:**

- Discussion on previous activities of ICC
- Events and programs to be organized.
- Any other point with the permission of the Principal.

#### **Members present**

1. Mrs. S. Pandimeena, HOD/EEE, Convener *SP*
2. Mrs.K.KalaiSelvi, AP/EEE, Member *KK Selvi*
3. DR. Murali .V, HOD/Civil, Member *V. Murali*
4. Mr.M.RadhaKrishnan, , HOD/Mech, Member *M. Radha*
5. Dr.K.R.PremLatha, HOD/CSE, Member *Prem Latha*
6. Mrs. Rajalakshmi, HOD/ECE, Member *Rajalakshmi*
7. Ms. P.Jerlin Belsiya, HOD/S&H, Member *P. Jerlin*
8. Mr.R.Vairamuthu, Advocate, Madras High Court, Member  
Madurai Bench. *Vairamuthu*

1. **The committee members had a online meeting It was recorded that there were no complaints received since the Internal Complaints Committee was constituted in the year 2016.**
2. Discussion on previous activities of ICC
3. The female faculty members and girl students of PSYEC also actively participated in an online program organised by Prevention of sexual harassment (POSH) cell, Anna University on 8th and 9th March 2021 Topics much required required for the betterment of Women in the present scenario such as Indian legal system for Women and Women health awareness was highlighted.



*h*  
**Dr. R. RAJA M.E., Ph.D.,**  
**PRINCIPAL**  
**PANDIAN SARASWATHI YADAV**  
**ENGINEERING COLLEGE**  
**Arasanoor, Thirumansolai P.O-630 56**  
**Sivagangai Dist, Tamil Nadu**



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10/03/2020

## Circular

All the members of Internal Complaints Committee (ICC) are requested to attend the meeting on 17/03/2020 at 11:00am at CSE Seminar Hall, PSYEC

### AGENDA:

- Discussion on previous activities of ICC
- Report on cases relating Sexual harassment for the academic year 2019-2020.
- Events and programs to be organized.
- Any other point with the permission of the Principal.

### CONVENER

PRINCIPAL  
Dr. R. RAJA M.E., Ph.D.,  
PRINCIPAL  
PANDIAN SARASWATHI YADAV  
ENGINEERING COLLEGE  
Arasanoor, Thirumansolai P.O-630 561  
Sivagangai, Tamilnadu

S.No	Name	Profession	Position in ICC
1.	Mrs. S PANDIMEENA	HOD/EEE	Convener
2.	Mrs.K. Kalaiselvi	AP/EEE	Member
3.	Mr.M.RadhaKrishnan	HOD/Mech	Member
4.	Dr.K.R.PremLatha	HOD/CSE	Member
5.	Mrs. Rajalakshmi	HOD/ECE	Member
6.	DR MURALI .V	HOD/Civil	Member
7.	Ms. P.Jerlin Belsiya	HOD/S&H	Member
8.	Mr.R.Vairamuthu	Advocate, Madras High Court, Madurai Bench	External member

Kalaiselvi  
M. RadhaKrishnan  
PremLatha  
R. Prem  
Jerlin  
Vairamuthu





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## Internal Complaints Committee (ICC)

### Minutes of the Meeting

**Date:** 17/03/2020

**Venue:** CSE Seminar Hall, Main Block, PSYEC

#### **AGENDA:**

- Discussion on previous activities of ICC
- Report on cases relating Sexual harassment for the academic year 2019-2020.
- Events and programs to be organized.
- Any other point with the permission of the Principal.

#### **Members present**

1. Mrs. S.Pandimeena, HOD/EEE, Convener *S.Pandimeena*
2. Mrs. K. Kalaiselvi, AP/EEE, Member *K.Kalaiselvi*
3. DR. Murali .V, HOD/Civil, Member *M.V.Murali*
4. Mr.M.RadhaKrishnan, , HOD/Mech, Member *M.R.Krishnan*
5. Dr.K.R.PremLatha, HOD/CSE, Member *K.R.PremLatha*
6. Mrs. Rajalakshmi, HOD/ECE, Member *Rajalakshmi*
7. Ms. P.Jerlin Belsiya, HOD/S&H, Member *P.Jerlin*
8. Mr.R.Vairamuthu, Advocate, Madras High Court, Member *Vairamuthu*  
Madurai Bench.

1. The committee members had a meeting, it was recorded that there were no complaints received since the Internal Complaints Committee was constituted in the year 2016.
2. Discussion on previous activities of ICC Mrs. Saraswathi Pandian mam, Founder, motivated students through her interactive session on Feb 8th 2020. The members discussed that International Women's day on 8th March 2020 was a great success.

As a mark of celebrating womanhood, eminent women achievers from different walks of life were honored during the event of International Women's day on March 8, 2020.

**Principal**

Dr. R. RAJA M.E., Ph.D.,  
PRINCIPAL

PANDIAN SARASWATHI YADAV  
ENGINEERING COLLEGE  
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Sivagangai Dist Tamil Nadu







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Date: 1.9.2018

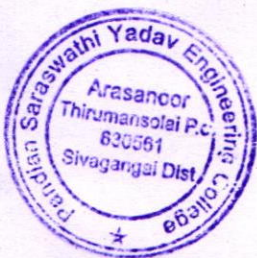
## Circular

This is to inform that Internal Compliant Committee meeting is scheduled on 7.9.2018 in the CSE Seminar Hall at 10 a.m. All the members are informed to attend the meeting without fail.

CONVENER

PRINCIPAL  
Dr. R. RAJA M.E., Ph.D.  
PRINCIPAL

S.No	Name	Profession	Position in ICC	Signature
1.	Mrs. S PANDIMEENA	AP/EEE	Convener	
2.	Mrs. K. Kalaiselvi	HOD/EEE	Member	
3.	Mr.M.RadhaKrishnan	HOD/Mech	Member	
4.	Mr.Suganya	AP/CSE	Member	
5.	Mrs. Rajalakshmi	HOD/ECE	Member	
6.	DR MURALI .V	HOD/Civil	Member	
7.	Ms. P.Jerlin Belsiya	HOD/S&H	Member	
8.	Mr.R.Vairamuthu	Advocate, Madras High Court, Madurai Bench	External member	





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## Minutes of Internal Complaint Committee Meeting

Date: 13/09/2018

Time and Date: 10:00am and 7.9.2018

Venue: CSE Seminar Hall

Points Discussed

1. Chairman of committee welcomed all members for this meeting.
2. It is planned to organize a motivational talk for the students.
3. Planned to conduct a seminar on Women Empowerment.
4. **The committee has noted that no complaints of sexual harassment have been received from any women employee against any Students and staff members of our institution.**

5. Finally vote of thanks by Mrs. S Pandimeena

Members Present

S.No	Name	Profession	Position in ICC	Signature
1.	Mrs. S Pandimeena	AP/EEE	Convener	
2.	Mrs. K. Kalaiselvi	HOD/EEE	Member	
3.	Mr.M.RadhaKrishnan	HOD/Mech	Member	
4.	Dr.K.R.PremLatha	HOD/CSE	Member	
5.	Mrs. Rajalakshmi	HOD/ECE	Member	
6.	DR Murali .V	HOD/Civil	Member	
7.	Ms. P.Jerlin Belsiya	HOD/S&H	Member	
8.	Mr.R.Vairamuthu	Advocate, Madras High Court, Madurai Bench	External member	

Principal

Dr. R. RAJA M.E., Ph.D.,  
PRINCIPAL

PANDIAN SARASWATHI YADAV  
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RefNo:PSYEC/GRC/2022-2023

18.07.2022

## Circular

The First meeting of the Grievance Redressal Committee is scheduled to convene on 22.07.2022 with the primary objective of addressing and resolving the grievances put forth by the students.

**Agenda:** Regarding Grievances received through the suggestion box opened on 13.07.2022.

  
CONVENER

  
PRINCIPAL  
PRINCIPAL  
PANDIAN SARASWATHI YADAV  
ENGINEERING COLLEGE  
Arasanoor, Thirumansolai P.O-630 561  
Sivagangai Dist. Tamilnadu

Copy To:

1. File / Students Grievance cum Redressal Committee members
2. IQAC



## Request Letter

From

K. Sagan, (912021106016)

II - ECE,

Pandiyar Saraswathi Yadav Engineering College,  
Arasanoor.

To

The Principal,

Pandiyar Saraswathi Yadav Engineering College,  
Arasanoor.

Respected Sir,

Sub: Request for repairing the pipe leakage in  
mess block - regarding

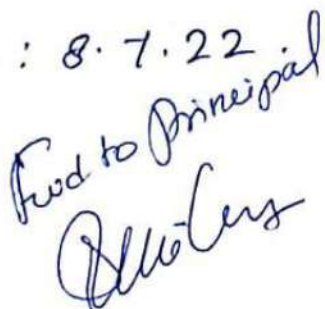
As I am studying in II-ECE department  
in our esteemed institution. This is to inform  
that, I request to repair of the pipe leakage  
in the mess block. It causes the bad smell in  
the surroundings. kindly do the needful as soon as  
possible.

  
A. K. Murali

Thanking You .

Place : Arasanoor.

Date : 8.7.22

Prod to Principal  


Yours Sincerely  
K. Sagan

Forwarded to Building Section.  
Do the needful.

  
PRINCIPAL  
PANDIYAR SARASWATHI YADAV  
ENGINEERING COLLEGE  
Arasanoor Thirumansolai P.O-650 561

From

S. Anitha (912020106002)

II - ECE,

PSYEC,

Arasanoor.

To

The Principal,

PSYEC,

Arasanoor.

Dear Sir,

Sub: Fan & Tube light not working - req.

In my class room 2H-EC-04,  
Fans and lights are not working.  
Kindly request you to repair the same  
as early as possible. kindly do the  
needful.

Thanking you.

yours faithfully,

S. Anitha

Arasanoor.

29.06.2022.

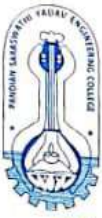
For Principal

Principals

A. Anitha

forwarded to Building Section.

R.B.



# PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Anna University, Chennai)

Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu  
Mobile: 9842102628, 7373002628 Email: info@psyec.edu.in Website: www.psyec.edu.in

City Office: 10, Pandian Saraswathi St, Sivagami Nagar, Narayanapuram, Madurai - 625 014. Telefax- 0452 2682338, Mobile: 98423-02628  
25.07.2022

Ref No: PSYEC/GRC/2022-2023

## MINUTES OF THE MEETING OF STUDENTS GRIEVANCE CUM REDRESSAL COMMITTEE

### ACTION TAKEN REPORT

A meeting of the Students Grievance cum Redressal Committee was held on 22.07.2022 at 10.30 a.m. in the Seminar Hall.

The following were the proceedings of the meeting:

As per the grievances received from the students through the complaint box, following were expressed:

1. Repair the pipe leakage in the mess block.
2. In Lecture Hall No.EC-04 Two ceiling fans are not working.

The action taken report for the above grievances:

S.No	Grievances Received through Suggestion Box opened on 13.07.2022	Action Taken
1.	Repair the pipe leakage in the mess block.	Necessary action was taken and Repaired the pipe leakage in the mess block.
2.	In Lecture Hall No.EC-04 Two ceiling fans are not working.	The electricians attended to the problem and all fans are functioning well.



**PRINCIPAL**  
Dr. R. RAJA M.E., Ph.D.,  
PRINCIPAL  
PANDIAN SARASWATHI YADAV  
ENGINEERING COLLEGE  
Arasanoor, Thirumansolai P.O-630 56  
Sivagangai Dist, Tamil Nadu



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Ref ID: PSYEC/EST/COMM/2022 – 2023/002

Date: 12.08.2022

## **CIRCULAR**

All the members of the Anti-Ragging committee and Anti ragging squad are instructed to attend a meeting at the principal's office on 24.08.2022 at 02.30 pm without fail. This meeting is organized to effectively plan out and execute the measures to prevent Ragging in and off the campus.

PRINCIPAL

PRINCIPAL  
PANDIAN SARASWATHI YADAV  
ENGINEERING COLLEGE  
Arasanoor, Thirumansolai P.O-630 561  
Sivagangai Dist. Tamilnadu

Copy To

- 1) Principal office file/ Anti ragging file
- 2) All Anti ragging Committee members
- 3) All Anti ragging Squad members





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Ref ID: PSYEC/EST/COMM/2022 – 2023/003

Date: 26.08.2022

## Minutes of Meeting Anti-Ragging Committee and Anti-Ragging Squad

A collective meeting of both Anti-Ragging Committee and Anti-Ragging Squad was conducted on 24.08.2022 at in the principal's office by the chairman of the Anti-Ragging Committee

### 1. Anti Ragging Committee

Sl. No.	Name	Position	Category	Signature
1	Dr. RAJA R	Chairman	Principal	
2	Mrs. GNANASEKARAN S	Member	Police Department	
3	Mr. SARAVANAN P	Member	Revenue/Taluk/Civil/Officers	
4	Mr. MUTHUKUMAR M	Member	Official of NGO	
5	Mr. BALASUBRAMANIYAN R	Member	Representatives of parents	
6	Mr. AKASH R	Member	Representatives of Students	
7	Mr. SIVANESAN R	Member	Representatives of Students	
8	Mr. ARCHUNAPERUMAL K	Member	Representatives Non-Teaching	





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## 2. Anti Ragging Squad

Sl. No.	Name	Position	Category	Signature
1	Dr. RAJA R	Chairman	Principal	
2	Mr. RADHA KRISHNAN M	Member	HOD1	
3	Dr. PREMLATHAKR	Member	HOD2	
4	Dr. MANIKANDANS	Member	Faculty members	
5	Mrs. SHARMILABEGUM O	Member	Faculty members	
6	Mrs. KASTHURIM	Member	Faculty members	
7	MR. KARUPPANAN P	Member	Faculty members	
8	MR. ARCHUNAPERUMAL K	Member	Non-Teaching Faculty	

### Minutes of Meeting:

1. The meeting was called to order by the Chairperson at 02.30 pm
2. The Chairperson provided updates on the activities conducted by the Anti-Ragging Committee since the last meeting. This included the development of the Anti-Ragging Policy, coordination with relevant authorities, and planning for awareness campaigns.



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3. The Head of the Anti-Ragging Squad presented the recent activities and patrols conducted by the Squad members. Incidents reported and actions taken were discussed, and it was noted that there were no major incidents since the last meeting.
4. The Committee discussed plans for upcoming awareness programs and initiatives aimed at educating students about the consequences of ragging and promoting a positive campus culture. It was decided to organize workshops, seminars, and poster campaigns in collaboration with student organizations.
5. Under any other business, it was noted that additional training sessions would be arranged for Squad members to enhance their vigilance and response capabilities.
6. Till date in the past history of our institution, there are no complaints of any type of ragging in and outside the campus.

Place: Sivagangai  
Date: 26.08.2022

  
Minutes of Meeting Prepared by  
Ms.M.Kasthuri AP/Civil

*The minutes of meeting was approved by the anti-ragging committee Head – The principal and the members*