

Criterion 5

Student Support & Progression

ക്രമക്രമയോജ്ഞി

DEPARTMENT OF MICROBIOLOGY
Govt. ARTS & SCIENCE COLLEGE
Kozhinjampara

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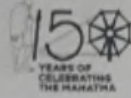
5.1.4: Students Grievance Redressal

**Government Arts and Science College
Kozhinjampara**

Metric 5.1.4

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"ഭരണഭാഷ മാതൃഭാഷ"

കൊഴിഞ്ഞാനാറ ആർട്സ് & സയൻസ് കോളേജ് പ്രിൻസിപ്പാളുടെ നടപടി ക്രമം ഹാജർ : ശ്രീമതി. അമല എ.കെ., പ്രിൻസിപ്പൽ-ഇൻ-ചാർജ്

ഗവ. ആർട്സ് & സയൻസ് കോളേജ്, കൊഴിഞ്ഞാനാറ - വിജിലൻസ് സെൽ - ഇന്റേണൽ കമ്പ്യൂട്ടർ കമ്മിറ്റി - രൂപീകരിച്ച് ഉത്തരവാകുന്നത് - സംബന്ധിച്ച്.

ഉത്തരവ് നമ്പർ:A1/500/2021/College Committees

തീയതി:13.08.2021

പരാമർശം:-1. 31/07/2021 ലെ ജി2/24356/2021കോ.വി.വ നമ്പർ പരിപത്രം.

2. 09/08/2021 തീയതിയിലെ കോളേജ് കൗൺസിൽ യോഗം.

ഉത്തരവ്

യൂണിവേഴ്സിറ്റി ഗ്രാന്റ് കമ്മീഷൻ റെഗുലേഷൻ 2015 പ്രകാരം ഉന്നത വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ വനിതാ ജീവനക്കാർക്കും വിദ്യാർത്ഥികൾക്കും നേരെയുണ്ടാകുന്ന ലൈംഗിക അതിക്രമ പരാതികൾ കൈകാര്യം ചെയ്യുന്നതിന് താഴെ പറയുന്നവരെ ഉൾപ്പെടുത്തി ഒരു ഇന്റേണൽ കമ്പ്യൂട്ടർ കമ്മിറ്റി രൂപീകരിച്ച് ഉത്തരവാകുന്നു.

പ്രിസൈഡിംഗ് ഓഫീസർ	ശ്രീമതി.അമല.എ.കെ
മെമ്പർമാർ	ശ്രീ.കിബുന വിശ്വാസ്.പി.എസ് അസ്സോസിയേറ്റ് പ്രൊഫസർ, ഇംഗ്ലീഷ് വിഭാഗം)
	ഡോ. രേഷ്മ.സി.വി അസിസ്റ്റന്റ് പ്രൊഫസർ (മൈക്രോബയോളജി വിഭാഗം)
	ശ്രീമതി.രേഖ.സി.സി, ജൂനിയർ സൂപ്രണ്ട്
	ശ്രീമതി.നൂർജഹാൻ.എസ്, സീനിയർ ക്ലർക്ക്
	കമാരി.സരിക മനോജ് (മൈക്രോബയോളജി വിദ്യാർത്ഥിനി)) <u>II BSc.</u>
	കമാരി.തസ്നീം (ബി.കോ വിദ്യാർത്ഥിനി)
	ആദ്യലക്ഷ്മി.എസ് (ഇംഗ്ലീഷ് വിദ്യാർത്ഥിനി) <u>III</u>

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GOVERNMENT ARTS AND SCIENCE COLLEGE, KOZHINJAMPARA

Internal Complaint Committee

Proceedings of the Principal of Kozhinjampara Arts & Science College
attendance. Smt. Amala.A.K. Principal in charge
Constituency of Amity and Order -

Date: 13.08.2021

Regarding A1/500/2021/College Committees 1.31/07/2021 12/24356/2021)

Under the University Grants Commission Regulations 2015 dealing with sexual harassment complaints against staff and students in institutions of higher education.

Presiding Officer	Smt. Amala A K, Principal
Members	Sri. Chribuna Viswas, HOD - English
	Dr.Reshma ,C V Dept Of Microbiology
	Smt.Rekha C C,Junior Superintendent
	Smt.Noorjahan,Senior Clerk
	Kumari.Thasneem,Bcom Student
	Kumari.Sarika Manoj,Student
	Kumari.Aadhi Lakshmi.s,English Student



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by AMALA A K
Date:
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GOVERNMENT ARTS AND SCIENCE COLLEGE KOZHINJAMPARA

Internal Complaints Committee (ICC)

Annual Report 2021-22

In Pursuance of The Sexual Harassment of Woman at workplace (Prevention, Prohibition and Redressal) Act, 2013 and UGC Regulation 2015, an Internal Complaint Committee (ICC) for Gender sensitization and Complaints against Sexual Harassment of Women at Work place (Prevention Prohibition and Redressal) has constituted in the college on 09.08.2021. The purpose of the committee is to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of harassment and for matters connected therewith or incidental thereto. The Presiding officer and every member of the Internal Complaint Committee shall hold office for a period not exceeding three years, from the date of nomination.

The following Committee Members are appointed under section 4 of this Act:

Sl. No	Name	Designation	Responsibility	Phone Number/Email ID
1	Smt. Amala A.K	Principal - In - Charge (Associate Professor, Commerce)	Presiding Officer	9495658052 ak.amala111@gmail.com
2	Sri. Chribuna Viswas	Associate Professor, English	Staff Member	9447037336 Chribuna_viswas@rediffmail.com
3	Dr. Reshma C.V	Assistant Professor, Microbiology	Staff Member	9895328360 reshmavalsalan@gmail.com
4.	Rekha C. C.	Jr. Superintendent	Non Teaching Staff Member	8301086014 rekhanandoos@gmail.com
5	Noorjahan. M	Sr. Clerk	Non Teaching Staff Member	9495290223 noorjahanmangalath@yahoo.com
6	Sarika Manoj	BSc Microbiology	StudentMember	-
7	Thanseena	B Com	StudentMember	-
8	Adyalakshmi S	B A Functional English	StudentMember	-

Objectives of ICC

1. To provide confidential and supportive environment for women members of the campus who have been sexually harassed.
2. To ensure the fair and timely resolution of sexual harassment complaints.
3. To provide information regarding counseling and supportive services available in the campus.
4. To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
5. To promote awareness about sexual harassment through educational initiatives that encourages and foster a respectful and safe campus environment.

The internal complaint Committee seeks to achieve these goals through:

- Serving as the complaint redressal mechanism.
- Dissemination of information through creation of resource materials like posters and pamphlets to all academic and administrative departments.
- Organizing awareness activities among students and staff.
- Documentation (mandatory) of Information about the working of college.

Scope: The prevention of Sexual harassment Policy is applicable

- A. To all staff of the college means “any person who has been employed as regular, temporary, ad hoc or on daily wages “.
- B. To all students (girl) of the college
 - ❖ The ICC is required to enquire all complaints made under the provisions of the Act and as per the policy guidelines in just and fair manner and submit their report to the respective Employer(s) as the case may be.
 - ❖ It is pertinent to mention that the Employer only has the right to punish any accused hereunder and ICC is an advisory body to meet the end of justice.

Reporting of Sexual Harassment Complaints:

Any aggrieved person who feels that he/she has been subject to sexual harassment by a person should immediately report or complain the incident to the ICC set forth or to any member of ICC within three months from the date of occurrence of the said incident and in the case of series of incidents with in a period of three months from the date of the last incident. Delay in reporting makes it more difficult to clearly identify the facts of a case and may contribute to the repetition of the offensive behavior. If a complaint is not made in

writing any member of the ICC may render all reasonable assistance to the aggrieved person for making the complaint in writing.

Inquiry Process:

1. A timely enquiry of complaints of sexual harassment is required. The enquiry shall be concluded and acted upon at the earliest from the date of the complaint being made in writing.
2. In the event of any complaint received, the following procedures shall be followed by the ICC.
 - a. An enquiry is initiated through the members of ICC, as the case may be as advised by the Presiding Officer at the earliest after receiving the complaint in writing or through email.
 - b. The enquiry seeking detailed information/ explanation/ reasoning will be conducted with the complainant as well as respondent independently by the ICC.
 - c. The enquiry proceedings convened by ICC should be properly recorded in the minutes and/ or video recorded and same to be saved and maintained for records by the ICC as the case may be. The proceedings of enquiry (while the witness make his / her submission) should be recorded on Camera)
 - d. On submission of report the ICC shall consider the report at the earliest and on being satisfied with the need, may order full enquiry into the complaint.

Proforma for Filing Complaint of Sexual Harassment

I. Complaint (s): Students/ Teaching Staff/ Non- teaching Staff/ Outsider

Name	
Roll/ Identification No.	
Age	
Sex	
Department	
College/ Centre	
Address	
Phone Number	
Email	

II Persons Against Whom

Name	
Age	
Sex	
Department	
College/ center	
Address	
Phone Number	
Email	

III The Complaint:

1	Is the defendant known to the complainant.	
2	Is this the first incident of this kind? If yes skip 3 and 4	
3	Was exactly the same person(s) involved? If not, specify further.	
4	Was the first incident reported? To Whom? When What action, if any was taken?	
5	Approximate date(s), time (s) and location (s) of incident (s), starting from the most recent.	

Additional details of the complaint may be recorded here:

Complaint filed by:

Signature:

Date:



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GOVERNEMENT ARTS AND SCIENCE COLLEGE KOZHINJAMPARA

ANTI RAGGING COMMITTEE – 2022

College Anti Ragging Committee has been established during the year 2014 as a mandatory body to ensure a safe and inclusive learning environment for the students. The Committee is constituted with a senior faculty as its Convener and teachers from various departments as its members. Dr Vijayan KTV is assigned as the convener of college Anti Ragging Committee 2022.

Various activities of the committee for the current academic year are mentioned below,

- At the time of student admission, an undertaking, filled up and signed by the students and their parents is collected and filed in the office. The declaration states that the parents and their wards would not be involved in any kind of ragging activities in the college and they will be subjected to legal formalities upon violations.
- After admission, an orientation class is conducted for welcoming the students and parents to the college and explained the functioning and various activities there. College anti-ragging committee explains the code and conduct expected in the college to students with special emphasis on their roles and responsibilities to prevent such anti-social activities.
- Students are encouraged to register on to the national anti-ragging website (www.antiragging.in) to get support from experts.
- Posters and flyers have been distributed among students which explain the anti-ragging policies, the disciplinary actions for offenders and the support mechanisms available for the victims. Same posters have been displayed on various locations of the college as a measure of containment.

- In order to develop an understanding about ragging and bullying, college has made a permanent display board in front of the administrative block, with the anti-ragging policy painted in Malayalam and English language.
- Report mechanism has also been established, where contact number and email address of the convener in charge are given to students so as to ensure confidential and accessible reporting of offences.
- Committee evaluates the grievances and takes necessary and strict actions as per the regulations indicated.

GOVERNMENT ARTS AND SCIENCE COLLEGE KOZHINJAMPARA

STUDENT DISCIPLINARY COMMITTEE

Standard Operating Procedure (SOP)

All accepted students (those pursuing a degree from the College) are expected to conform to UGC/University policies and regulations. If a student is violating the rules, the behaviour will be investigated. If a rule has been broken, fines or sanctions may be applied following the **STUDENT DISCIPLINARY COMMITTEE PROCEDURE**.

Further information is available about:

- Reporting another student for inappropriate behaviour
- If you're a student accused of inappropriate behaviour
- A Teaching Staff/ Office Staff who wish to report a student's inappropriate behaviour can use Report+Support or email sdcgasck@gmail.com
- Chairs of Examiners or Senior Examiners who wish to report Academic Misconduct
- Members of the public who have been personally affected by a student's misconduct can use this **Concern Form** to report the behaviour.

The Rules of Behaviour

1. A student must:

- (a) Act in accordance with instructions issued by any person or body authorised to act on behalf of the College in the proper discharge of their duties;
- (b) Act following all health and safety regulations and instructions issued by the UGC, University, a College or other associated institution;
- (c) Inform the University of any Relevant Unspent Criminal Conviction;
- (d) Act in accordance with the terms of the code of practice issued under the provisions of the various Education Act of Government of Kerala & Government of India regarding meetings and public gatherings on college Premises;
- (e) Act in accordance with the Statutes and Ordinances and any rules and procedures established under the Statutes and Ordinances.

2. A student **must not**:

- (a) Interfere with or attempt to interfere with any student's ability to pursue their studies or fulfil their obligations by interfering with college activities or those of any other member of the collegiate community; The following rules of conduct are outlined in the UGC/Calicut University regulations, statutes, and ordinances and must be followed by students:
- (b) Damage, misappropriate or occupy without appropriate permission any College property or premises, or any property or premises accessed as a result of a College activity;
- (c) Interfere in the freedom of speech or lawful assembly of a member of the collegiate community or visitor to the college;
- (d) Engage or attempt to engage in physical misconduct, sexual misconduct or abusive behaviour: towards a member of the collegiate community; or anyone within the precincts of the College activity;
- (e) Damage or misappropriate property belonging to a member of the collegiate community; or belonging to anyone within the precincts of the College during the course of a College activity;
- (f) Endanger the health and safety of anyone within the precincts of the College or in the course of a College activity;
- (g) Engage in any form of academic misconduct;
- (h) Forge, falsify or improperly use information to gain or attempt to gain an academic or personal advantage.

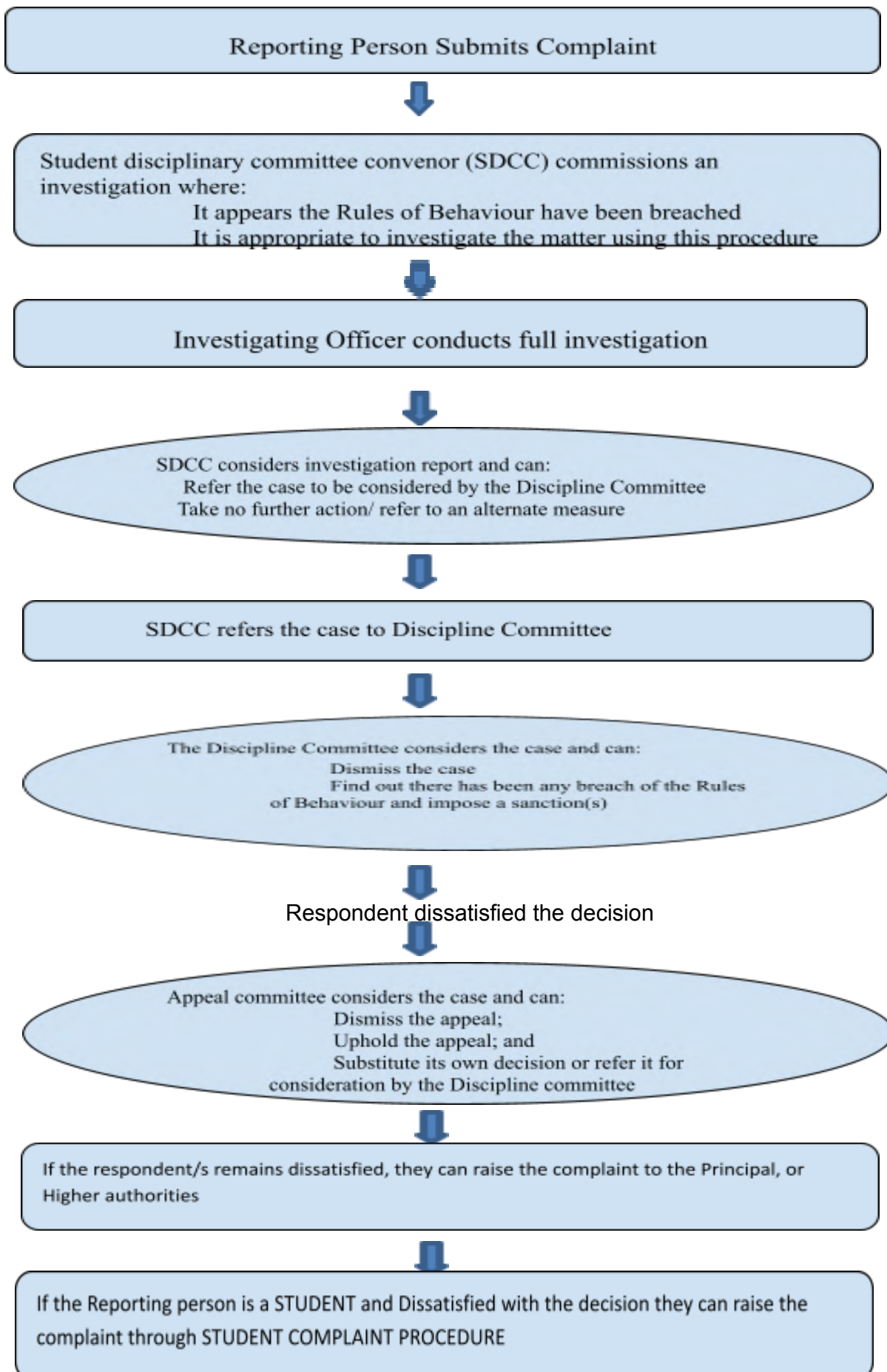
3. A former student must not forge, falsify or improperly use examination results, academic achievements, data, documents, or awards from the college/ University.

To help students understand the Rules of Behaviour, the **Student Discipline Procedure** includes further definitions of the rules. The college has also created **Student Protest Guidance** to help students understand what actions they can take without disciplinary consequences.

Flow chart of discipline procedure

Anyone with reason to believe that a student has breached the Rules of Behaviour can submit a complaint to sdccaasck@gmail.com , or can submit the complaint to Student Disciplinary Committee Convenor (SDCC) . The diagram below shows the different stages of the disciplinary procedure:

Flow Chart of Discipline Procedure



Useful things to know

- The standard of proof used for considering concerns is the ‘balance of probability standard of evidence – whether the rule breach is more likely to occur than not. Decisions must be evidence-based, and the burden of proof is on the college to prove that the Rules of Behaviour have been breached.
- All students involved in the procedure can bring a supporter to any meeting or hearing. Find out more about potential College and external sources of support.
- The college ensures it makes consistent decisions about penalties and sanctions by having guidance on the typical sanctions for breaches of the rules and what factors may cause the embargo to be more or less severe. The **advice on sanctions** is publicly available.
- During a disciplinary procedure, limiting the respondent student’s communication with other students or access to particular buildings, facilities or services may be necessary using the service/ involvement of Disciplinary committee or SDCC. Those involved will be given relevant information.
- The investigator, the Student Discipline Officer (who commissions an investigation and imposes minor sanctions), and the Discipline and Appeal Committee are all members of the College.
- Suppose a student is dissatisfied with the disciplinary process. In that case, there will be an avenue to raise a complaint or appeal the decision, which will be explained at the appropriate time.

Convenor

Chribuna Viswas

9447037336

Government Arts and Science College Kozhinjampara

About SC/ST Grievance Cell

Grievances Cell for SC/ST is formed the college in order to claim accountability, responsiveness and friendliness amongst staff and students. It was introduced according to the initiative of UGC for prevention of caste-based discrimination in higher educational institutions. The students belonging to SC and ST category can send their grievances regarding any kind of caste-based discrimination to the Convener of College SC/ST Grievance Cell who will take the remedial measures and the results will be published. Ragging Complaints will be handled as per the anti-ragging rules of Govt. of Kerala Guidelines.

Functions of The Cell

- ✚ Encouraging the SCs/STs employee/student to express their grievances freely and frankly without any fear of being victimized.
- ✚ To entertain written and signed complaints and petitions of SCs/STs students/staff in respect of matters directly affecting them individually or as a group.
- ✚ To ensure the grievances are registered and acknowledged promptly through a unique file identification number for future reference.
- ✚ To enquire into the grievances, and make recommendations and report the concerned authorities.
- ✚ To monitor the progress of disposal of the grievance.
- ✚ To ensure disposal of grievances within the time frame.
- ✚ To deal with every grievance in a fair manner.
- ✚ To issue a reasoned and a speaking reply for every grievance rejected.
- ✚ To recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.
- ✚ To collect the feedbacks from the complainant.
- ✚ To monitor the publication of annual report.

GOVERNEMENT ARTS AND SCIENCE COLLEGE KOZHINJAMPARA
PH Grievance Redressal Cell

The responsibility of the PH Grievance Redressal Cell is to investigate the requests, suggestions and complaints lodged by the physically-challenged students in the college. The physically-disabled students can inform their grievances regarding any academic or non-academic matter within the campus in written form to the tutor/HoD of their respective departments or directly to any one member of the grievance redressal committee.

Complaints lodged by any student will be judged impartially. The Grievance Cell is also empowered to investigate the matters of harassment. Principal is the ex-officio chairman of the cell.

The committee includes

1. Dr. Vipin P Sivaram, Asst. Professor, Biochemistry – Convenor
2. Dr. Seethalekshmi M. P., Associate Professor, Commerce - Member
3. Prasanth K. V., Asst professor, English - Member
5. Dr. Reshma C. V., Asst. Professor, Microbiology - Member

Government Arts and Science College Kozhinjampara

Grievance Redressal Cell

Grievance Redressal Cell started its functioning in the college to ensure a judicious and fair sail of the students. It primarily aims at looking into the complaints lodged by any student and redress it as per requirement. It supports and encourages them to lodge their grievances, both academic and non-academic, and track the status of the same.

The grievance cell of the college has evolved out to be a fruitful and useful mechanism to find out solutions for the day-to-day problems and grievance of the students with utmost confidentiality. GRC ensures a democratic environment in the campus by ensuring justice for the person, who has genuine grievance. The complaints can be lodged through the academic suggestion box and direct complaints to the teachers. The Cell sorts out the problems promptly and judiciously and, results in a pleasant and friendly atmosphere in the campus. The grievance cell convenes meetings periodically and takes steps to redress the grievance.

Objectives

- To create a platform to redress the grievances of the students regarding academic and non-academic matters.
- To maintain a fair, unbiased, and consistent mechanism for redressing the complaints.
- To ensure the fundamental democratic values of equality and justice in the functioning of the college.
- To make the campus student-friendly.

Mechanism

To address the complaints of the individuals, a three tier mechanism has been envisaged in the institution. Department grievance cell is constituted in every department to address the grievances at the department level. A student can officially submit his/her complaint in a prescribed format to the initial Department level Cell, chaired by the HoD, with the Department Co-Ordinator and Class tutor as the working members. He/she may also register the grievance, by sending an e-mail to the respective Department level coordinators of the Grievance Cell. Academic suggestion boxes too are fixed at the various parts of the college to drop the suggestions and grievances of the students and the same are opened twice a month for redressal. There is also a provision to collect the grievances directly by the teachers on matters requiring immediate actions. After examining the issue, the redressal mechanism will act on the same with immediate effect. A complainant who is dissatisfied with the Department level action may take the issue to the second-tier, which is the College level Grievance Redressal Cell,

constituting of the Principal as the Chairman/Chairperson, College Co-Ordinator, HoDs of various Departments and Department Co-Ordinator's as the members.

The student can finally approach the University Grievance Redressal Cell, which is the third level, if the complaint is not redressed in the proper way at the lower levels.

Meeting of the Grievance Redressal cell is conducted twice in a month to monitor the activities of the department grievance cells.

The committee includes

1. Dr. Vipin P Sivaram, Asst. Professor, Biochemistry - Convenor
2. Dr. Seethalekshmi M. P., Associate Professor, Commerce - Member
3. Prasanth K. V., Asst professor, English - Member
5. Dr. Reshma C. V., Asst. Professor, Microbiology - Member