



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

KEY INDICATOR

5.1 STUDENT SUPPORT

METRIC:5.1.3

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging

Additional Information

Affidavit

I do hereby certify that, all pages in this document are duly authenticated by me, under my privilege as the Head of the institution of National College for Teacher Education, Vengola, Ernakulam, Kerala



Dr. N. SETHU MADHAVAN
PRINCIPAL

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- ✓ ANTI SEXUAL HARASSEMENT POLICY
- ✓ CONSTITUTION OF COMMITTEE 2023 -2024

The Internal Complaints Committee was formed in the institution as per the the Policy framed in pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred as the 'Act') and the allied Rules of UGC notification dated 2nd May 2016 by Ministry of Human Resource Development and (University Grant Commission) via notification (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in Higher Education Institutions) Regulation, 2015 ,Clause 2(k) of the said regulation defines sexual harassment, whereas Regulation 3 (d) says that it is the responsibility of Higher Educational Institutions to act decisively under all gender based violence against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender i.e. the regulation states that sexual harassment is gender neutral and institutions should take action on complaints of employees and students of all sexes. The institution abides by the regulations, the policy demands.



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COMPOSITION OF ANTI SEXUAL HARASSEMENT CELL - 2024

Sl. No.	Name	Designation	Title	Contact
1	Dr N Sethumadhavan	Principal	The Chairperson	9447295266
2	Dr Achamma P Mathew	HoD, M.Ed.	The Presiding Officer Senior Level Faculty	9446806005
3	Dr Rajeswary V	Faculty	Representative Faculty	8075754871
4	Ms. Sreeja V	Faculty	Representative Faculty	7034510382
5	Shri CP Ummer	Administrative Officer	Representative Administrative Wing	7736107456
6	Ms Fouzia Sadhik	Grievance Officer	Public Relation Officer	9061911190
7	Ms Fareeda Parsana	Final year	Student B.Ed.	9074290156
8	Ms Sanjana KR	First year	Student B.Ed.	9072518339
9	Ms Jiya Eldho	Final year	Student M.Ed.	9446616102
10	Ms Sreemol Das	First year	Student M.Ed.	8921295418
11	Village Officer	Village Office Vengola Panchayath	Member	0484- 2593895
12	Legal Expertise Members	Advocate/Sub Inspector of Police	For legal intervention - Perumbavoor Police Station	0484- 2591411



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Institutional Guidelines for Students' Grievance Redressal

Affidavit

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Grievance Redressal Committee

In confirmation with University Grants Commission Regulations, 2015 the College has established a Grievance Redressal Cell, to provide a mechanism for redressal of students' grievances related to academic functioning or matters hampering the student life of the institution. The function of the cell is to look into the complaints lodged by any student, and judge its merit. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge of Grievance Redressal Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box of the Grievance Cell placed in adjacent to the Principals Chamber. The grievance box is opened twice a month and the cell discusses the major issues and suggestions are forwarded to the management for reconciliation but matters of grave concern and immediate redressal, communicated to the authorities are taken heed immediately. The cell was reconstituted as per the guidelines of "University Grants Commission (Redressal of Grievances of Students) Regulations, 2023," which aims to provide an effective mechanism for redressing student grievances in higher education institutions in India. A link is given in the College website to lodge complaint directly to administration. Utmost confidentiality is adhered to in receiving and reporting all grievances.



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OBJECTIVES

- To encourage open communication among students, faculty, administrative members and motivate willingness to express their grievances, regarding academic as well as non-academic issues including sexual harassment and ragging cases.
- To be accountable and transparent regarding various activities of the College promptly and judiciously.
- To get suggestions from the students for further refinement and progression.
- To ensure that the issues and concerns encountered by the students during academic life are resolved and heard.

The Members of the Cell constituted for the year 2023-2025 are:

Chairman: Principal- Dr N Sethumadhavan
Convenor cum secretary: Vice Principal - Shri Jayakrishnan PV
Staff Advisor- Faculty Member- Dr Smitha Kunjappan
Faculty in charge of the Grievance Redressal Cell- Dr Rajeswary V
Administrative Officer: Shri CP Ummer
Grievance Officer- Mrs Fousia
Student Representative: Member from the Student Council: Ms Renisha P R
All the members are appointed by the Principal.

Tenure of the Cell is for 2 years.

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The Grievance Redressal Cell has been diligent in addressing the concerns raised by students during the academic year 2023-2024. Through effective communication, timely action, and collaboration with relevant departments, the cell has successfully resolved a wide range of grievances.

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Samples of Grievance Submitted Offline

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To,
The principal

Sir

Sub: Community Camp stay.

Sir, this is to bring your kind attention to our predicament. We are enthusiastically looking forward to our community living camp starting this month. But out of 50 students 4 students are pregnant and 3 of us have small children. We therefore request you to grant us the permission to go back home every evening and to attend camp only during day time.


Signature





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Forwarded to Grievance Redress
Cell

To

The Principal
National College for Teacher Education,
Vengola.

Sir,

Sub: Punching data issues.

We, the students of B.Ed (2021-23 batch) have requested our union chairman to arrange a meeting for the discussion of punching related issues like marking absent while there is technical problem with the machine. We kindly request you to convene a meeting at the earliest.

Forwarded

R



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Forwarded to
Grievance Redressal
Cell.

To

The principal
National College for Teacher Education,
Vengola

Sir,

Sub: Request for study leave.

As you already know due to the short time available for B.Ed course this semester and as portions are pending teachers are taking extra classes - we are not getting enough time to study for the examination. We therefore request you to give us adequate time as study leave.

[Handwritten signature]



[Handwritten signature]

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[Handwritten signature]

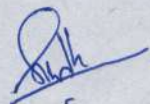
[Handwritten signature]

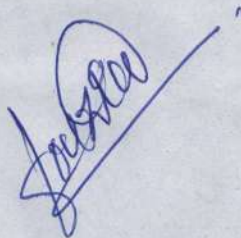
To,

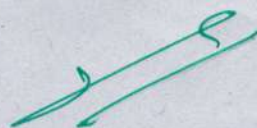
The Principal

Sir : Bus Concession card,

We haven't received Bus Concession cards and the office have reported that there will be delay due to technical reason. We are facing alot of problem to get concession while travelling from home to the college. Therefore we request your good office to arrange ours 10 cards as early as possible.









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Forwarded to
Grievance Redressal

cell

To

Principal

Sir,

Sub: Request to change hostel timing.

This is to bring your notice that we are facing problems with the present timings of hostel. The evening time is 6 pm.

But on days after holidays, we might not be able to reach at 6 pm due to train timing or block on the road. kindly consider our problems and change

the evening time to 7 pm.

Done
Sethu

SR



[Signature]

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Composition of the Student Grievance Redressal Committee

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Report on Awareness Programs on Student Grievances

The institution has organized a series of awareness programs during induction programs to sensitize new students about the grievance redressal mechanism in place. The grievance redressal cell has played a pivotal role in conducting these programs, emphasizing the student-friendly approach adopted by the institution.

Key Objectives

- To inform students about their rights and responsibilities.
- To familiarize students with the grievance redressal process.
- To encourage students to voice their concerns without hesitation.
- To highlight the importance of effective communication and conflict resolution.

Program Content

- Introduction to the Grievance Redressal Cell:
 - The composition and functions of the grievance redressal committee were introduced.
 - The committee members were presented to the students, ensuring transparency and accessibility.
 - The process of filing a grievance was explained in detail.
- Student Rights and Responsibilities:
 - Students were informed about their rights, including the right to a fair hearing, confidentiality, and timely resolution of grievances.



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Rules and Regulations Regarding Anti- Ragging

The institution is committed to fostering a safe, inclusive, and conducive learning environment free from the menace of ragging. In accordance with the University Grants Commission (UGC) 'Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009 and Supreme Court orders dated 08.05.2009, this policy outlines the institution's measures to prevent, prohibit, and address ragging within its premises.

- **Ragging:** Any act or conduct, whether by words, deeds, or otherwise, that is directed towards or affects a student or students, and which creates a hostile, intimidating, or degrading environment or atmosphere for the student or students, or which causes or is likely to cause physical or mental harm or injury to the student or students.

Prohibition of Ragging

- Ragging is strictly prohibited within the college premises, hostels, or any other place connected with the college.
- Any act of ragging, whether physical, mental, or verbal, is considered a serious offense and will be dealt with severely.

Measures to Prevent Ragging

- **Constitution of Anti- Ragging Committee and cell-** The institution has constituted the cell as per the directions stipulated by UGC and instructions given by Mahatma Gandhi University from time to time.
- **Orientation Programs:** The college conducts comprehensive orientation programs for new students to familiarize them with the college's rules, regulations, and anti-ragging policies.
- **Anti-Ragging Committees:** The college has established anti-ragging committees at



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various levels, including the institutional level, faculty level, and hostel level.

- Awareness Campaigns: The college has conducted awareness campaigns and workshops, competitions to educate students, faculty, and staff about the harmful effects of ragging.
- Student Mentorship Programs: The college implements student mentorship programs to provide support and guidance to new students.
- CCTV Surveillance: The college has installed CCTV cameras in strategic locations to monitor activities and deter ragging.



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- **Grievance Redressal Mechanism:** A transparent grievance redressal mechanism is implemented to allow students to report incidents of ragging without fear of reprisal.
- **Implementing second Amendment in UGC regulations-** In compliance of the 2nd Amendment in UGC regulations. It has been made compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in

Consequences of Ragging

- Students found guilty of ragging will be subject to disciplinary action, including
 - Suspension or expulsion from the college.
 - Cancellation of admission.
 - Fine.
 - Other penalties as deemed appropriate by the college authorities.
- The college will also take necessary legal action against perpetrators of ragging.

Role of Students

- Students are expected to cooperate with the college authorities in preventing ragging.
- Students who witness or become aware of any acts of ragging are encouraged to report them to the appropriate authorities.

The institution is committed to providing a safe and conducive learning environment for all students. The zero tolerance anti-ragging policy framed by the institution is expected to prevent and address ragging within the institution and hostel premises. By adhering to this policy, the college aims to create a positive and inclusive campus culture.



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Constitution of Anti- Ragging Committee and Monitoring Cell for the year 2023-2024

List of Committee members

Sl.No	Name	Designation	Title	Contact Number
1	Dr N. Sethumadhavan	Principal	Chairperson	9447295266
2	Shri Jayakrishnan PV	Vice Principal	Representative of Faculty as Nodal Officer	9387063382
3	Mrs Reja KA	Parent of Ms Afa Abdul Azeez VM	Representative of Parents	9037363948
4	Mrs Henna Jaleel Shri Vishnu P Mohandas	Students, B.Ed.	Representative of Students-B.Ed.	7025586401 9747507216
5	Ms. Haseena T.S Ms. Beebi Asoora K	Students, M.Ed.	Representative of Students-M.Ed.	7907169041 8281491979
6	Shri C P Ummer	Administrative Officer	Representative of non-teaching staff	7736107456

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7	Mrs Jessy AV	Hostel Warden	Member from Hostel	8289967176
8	Mrs Saranya Devi K.S	Assistant Professor	Faculty in Charge – Hostel	7025243356

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Meeting Agenda, Minutes and Action Taken Report

The first meeting of the Anti- Ragging Committee and Monitoring Cell of the year 2024 was called to order on June 3rd 2024 by 2.30 pm. The Chairperson Dr N. Sethumadhavan presided over the meeting and extended a hearty welcome to the members present. The Agenda as scheduled was read out for discussion and to implement action respectively.

Agenda

1. Review of Previous meeting / case of ragging if any reported of the year 2023
2. Reading out the policy documents amended by UGC, state government and Mahatma Gandhi University
3. Suggestions for the discussions leading to Implementation of regulations as stipulated through University order
4. To organise Anti -ragging awareness programs for the freshly enrolled batches
5. Any other matters with the permission of the Chair

Decisions taken

Agenda 1 – As evidenced from the previous meeting, no such instances or grievances related to anti-ragging have been reported either in the institution or in the Hostel.

Agenda 2 - The revised documents were read and the Committee has decided to be informed, educated regarding the amended orders communicated by the University through immediate redressal and implementation.

Agenda 3 - As per the suggestions received from the members, it has been unanimously decided to allocate the class representatives of each optional course to look into matters or grievances recorded and inform the Nodal Officer in person or in writing. The students are free to approach the officer through calls also.

Agenda 4- The Committee has decided to plan and organize awareness programs and competitions to sensitize the students about the hazardous consequences of ragging.

Agenda 5 – The members of the meeting were apprised of the patterns to be followed in executing valuable talks without disturbing the academic hours of the students.



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There being no matters to discuss the meeting ended by 3.00 pm with the Chair summarising the decision points and rendered words of gratitude.

In Attendance

1. Dr N. Sethumadhavan
2. Shri Jayakrishnan PV
3. Mrs Reja KA
4. Mrs Henna Jaleel
5. Shri Vishnu P Mohandas
6. Ms. Haseena T.S
7. Ms. Beebi Asoora K
8. Shri C. P Ummer
9. Mrs Jessy AV
10. Mrs Saranya Devi K.

ANT- RAGGING WEEK CELEBRATION FROM AUGUST 12TH TO AUGUST 18TH 2023 – POSTER MAKING COMPETITION

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