



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

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

- ✓ 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.



Dr. N. SETHU MADHAVAN
PRINCIPAL

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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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Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



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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:

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|---|
| 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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