



**SUPPORTING DOCUMENT FOR 5.1.4**

**5.1.4 THE INSTITUTION HAS A TRANSPARENT MECHANISM FOR  
TIMELY REDRESSAL OF STUDENT GRIEVANCES INCLUDING  
SEXUAL HARASSMENT AND RAGGING CASES:**

**Details of statutory/regulatory Committees (to be notified in  
institutional website also) & Minutes of the Committees**

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## **VIMAL JYOTHI ENGINEERING COLLEGE**

**(Affiliated to APJ Abdul Kalam Technological University)**

### **GRIEVANCE REDRESSAL MECHANISM**

The Institution has a transparent mechanism for the timely redressal of student grievances relating to internal assessment grades, discrimination by SC/ST/OBC students, ragging and sexual harassment, with the following broad objectives:

#### **OBJECTIVES**

- Timely redressal of the grievances and concerns of students through appropriate committees.
- To develop a healthy Student-Teacher and Student-Student relationship.
- To encourage students to express their concerns and grievances without any fear of being victimized
- To maintain an inclusive educational atmosphere in the entire campus.

#### **IMPLEMENTATION OF GUIDELINES OF STATUTORY/REGULATORY BODIES**

Statutory committees as required by the AICTE, UGC & KTU guidelines have been constituted by the Principal at the beginning of the academic year itself to address various grievances from the students

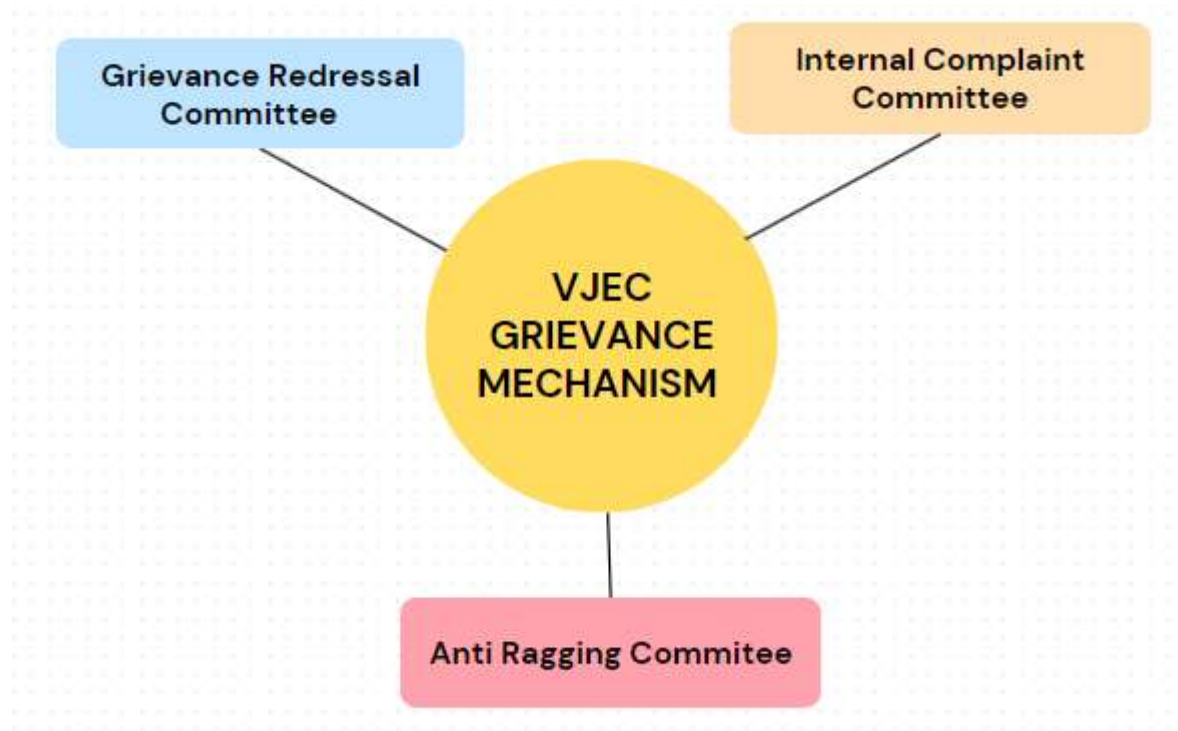
Following committees/centres are functional in the college to address student grievances:

**(i) Grievance Redressal Committee**

**(ii) Anti-Ragging Committee/Anti- Ragging Squad**

**(iii) Internal Complaint Committee**

The committee members meet periodically to discuss and sort out complaints received during the period and gives recommendations to the concerned authority to implement the statutory regulations in force from time to time.



.It is evident that the measures taken by these committees have been effective as reflected in the downward trend in number of complaints being received in the recent years. The robust relationship established between mentors and the mentee of each class has played a vital role in reducing the number of grievances received over the years

**1.THE STUDENT GRIEVANCE REDRESSAL COMMITEE**

The Student Grievance Redressal Committee is constituted with HODs/Senior faculty members of various department. Grievance Redressal System is used to provide a mechanism to students, parents, teachers and other non-teaching staff for the redressal of their complaints. All complaints pertinent to academic and non-academic matters as well as sexual harassments of students are to be dealt by this committee. The tenure of the committee is 2 years. However the special invitee members may be changed in every year. Students are free to handover the grievances to any of the committee members or else can drop their written grievances in the complaint box placed in front of the office. They may also put up their grievance as an e mail to Grievance Redressal Member .

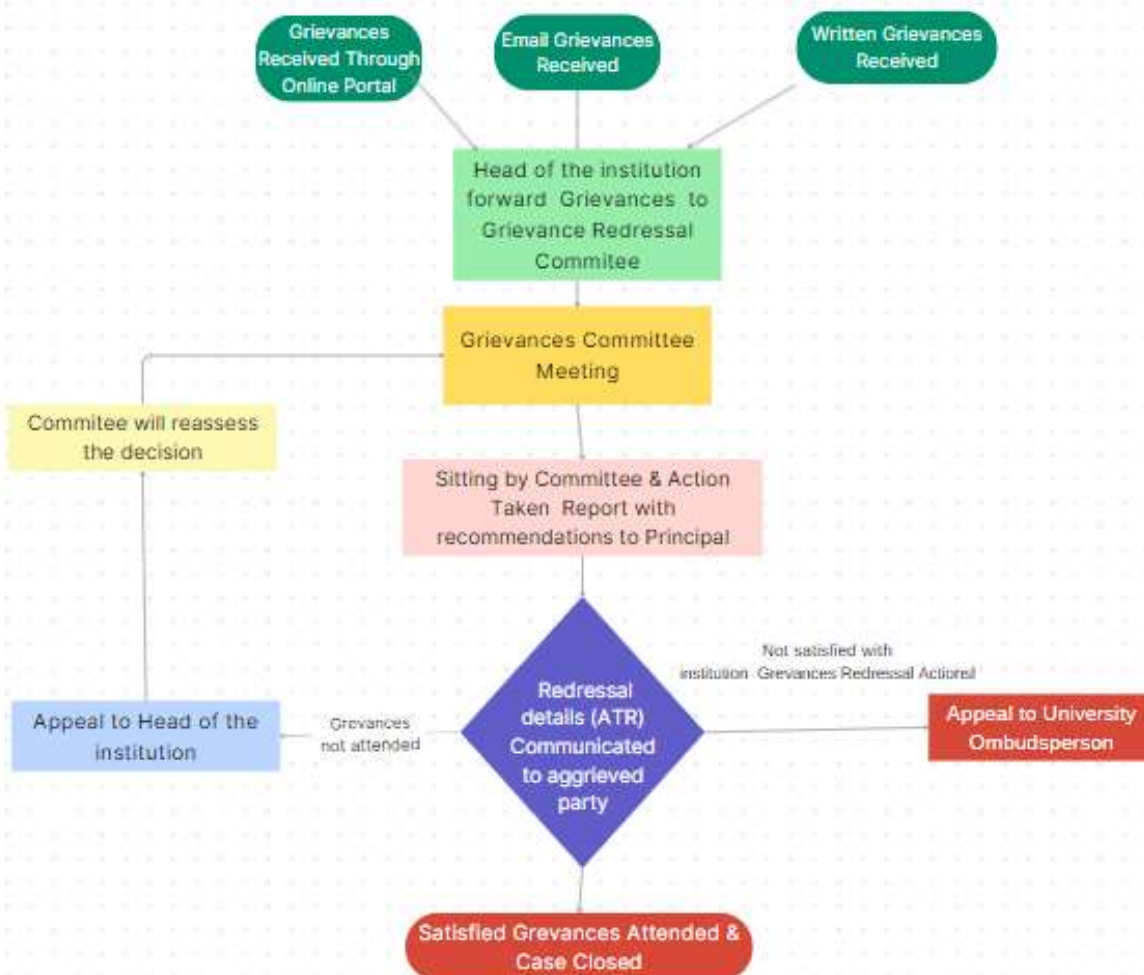


Fig 1: Grevances Redressal Committee Process of action



At the appellate level, the Grievance Redressal will redress all the unresolved cases in consultation with College Council and Management. The committee will review the grievance and recommend appropriate actions

### **ROLES**

Grievance Redressal System (ORS) is used to provide a mechanism to students, parents, teachers and other non-teaching staff for the redressal of their complaints.

### **SOP (STRATEGIC OPERATING PROCEDURES)**

- There will a regular meeting of Grievances Redressal Committee on every two months
- An online facility is also available for submitting the grievances (Students can login to the system using their login credentials. Staff can login to the system using their vjec email id. Others should first submit their valid email id to which the link to register their grievance will be emailed)
- Personal details of the person who reported grievance shall be kept confidential
- Head of the institution will forward the grievances (Accepting written/online grievances from students and staff members) to Grievance Redressal Committee
- Grievance redressal committee, after verifying the facts and reports, shall pass appropriate order in the best possible manner within a reasonable time, preferably within 15 days of receipt of application. to Principal/Management and copy to the aggrieved student
- If stakeholder is not satisfied with the decision, he/she can submit a review appeal to the head of institution within 7 days of receipt of decision of appeal.
- If aggrieved party is not satisfied with the decision, he/she can submit a review appeal to the Ombudsperson of university
- Reassesses the finding if any unsatisfied aggrieved Student/Faculty/Staff

**AY 22-23-CONSTITUTION**

 **VIMAL JYOTHI**  
**ENGINEERING COLLEGE**  
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA  
Affiliated to APJ Abdul Kalam Technological University  
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Approved by Institution of Engineers (India), NBA, NAAC

Proceedings: VJ/21 04-08-2023

**Proceedings**

**Sub: Formation of Student Grievance Redressal Committee (SGRC)**  
**Ref: (1) F.No.1-101/PGRC/AICTE/Regulation/2019/9530-9537 Letter from AICTE Office, New Delhi dated November 2019.**  
**(2) The Gazette of India, New Delhi, Dated 19<sup>th</sup> November 2019, Tuesday.**

As per the above said reference, the following Student Grievances Redressal Committee (SGRC) is reconstituted for a period of 2 years from the date of issuance of this order.

1. Cdr.Raju K K, HOD ME	- Chairman
2. Ms.Divya B, Associate Professor CSE	- Member
3. Ms.Anitha Babu, Asst. Professor CE	-Member
4. Mr.Jomy Jose, Associate Professor ASH	-Member
5. Ms.Manjima Ann Biju,S7 CSE	-Special Invitee



  
Principal  
PRINCIPAL  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI – 670632

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**AY 21-22 CONSTITUTION**



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Proceedings VJ/07

19-09-2022

**Proceedings**


Sub: Formation of Student Grievance Redressal Committee (SGRC)

Ref: (1) F.No.1-101/PGRC/AICTE/Regulation/2019/9530-9537 Letter from AICTE  
Office, New Delhi dated November 2019.

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- |  |                  |
|--|------------------|
| 1. Cdr.Raju K K ,HOD ME                  | - Chairman       |
| 2. Ms.Divya B, Associate Professor CSE   | - Member         |
| 3. Ms.Anitha Babu, Asst Professor CE     | -Member          |
| 4. Mr.Jomy Jose, Associate Professor ASH | -Member          |
| 5. Mr.Ranjul Arumadi,S7 /SI.             | -Special Invitee |

  
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**AY 20-21 CONSTITUTION**



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AFFILIATED TO KTU • APPROVED BY AICTE

Proceedings VJ/07

26-02-2021

**Proceedings**

Sub: Formation of Student Grievance Redressal Committee (SGRC)

Ref: (1) F.No.1-101/PGRC/AICTE/Regulation/2019/9530-9537 Letter from AICTE  
Office, New Delhi dated November 2019.

(2) The Gazette of India, New Delhi, Dated 19<sup>th</sup> November 2019, Tuesday.

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- |  |            |
|--|------------|
| 1. Cdr.Raju K K ,HOD ME                  | - Chairman |
| 2. Ms.Divya B, Associate. Professor CSE  | - Member   |
| 3. Ms.Anitha Babu, Asst. Professor CE    | -Member    |
| 4. Mr.Jomy Jose, Associate Professor ASH | -Member    |

*na*  
*26/02/2021*  
PRINCIPAL  
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CHEMPERI - 670632

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For your kind information





## AY 18-19 CONSTITUTION



**VIMAL JYOTHI**  
ENGINEERING COLLEGE  
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Accredited by Institution of Engineers (India), NBA, NAAC



VJ/09/19

20.12.2019

### Proceedings

**Sub: Formation of Student Grievance Redressal Committee (SGRC)**

Ref: (1) F. No. 1-101/ PGRC/AICTE/Regulation/2019/9530- 9537 Letter from AICTE office,  
New Delhi dated November 2019.

(2) The Gazette of India, New Delhi, Dated 19<sup>th</sup> November 2019, Tuesday.

#### ORDER

As per the above said reference, the following Student Grievances Redressal Committee (SGRC) is constituted for a period of 2 years from the date of issuance of this order.

1. Dr. Benny Joseph-
2. Ptof. Dr. Vra. Saathappan-
3. Cdr. Raju K K-(*vrk*)
4. Ms. Divya B-

Principal-  
Prof. of Civil-  
HOD of Mechanical –  
Associate Prof. in CSE-

Chairman  
Member  
Member  
Member

Distribution:

- The Manager
- The Bursar
- The Administrator
- All HODs
- Member Concerned

  
PRINCIPAL  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI - 670 632

## AICTE REGULATIONS



प्रो.राजीव कुमार  
सदस्य सचिव  
Prof. Rajive Kumar  
Member Secretary



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

मानव संसाधन विकास मंत्रालय, भारत सरकार

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली – 110070

दूरभाष 011-26131497

ई मेल : ms@aicte-india.org

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
(A Statutory Body of the Govt. of India)

Ministry of Human Resource Development, Govt. of India

Nelson Mandela Marg, Vasant Kunj, New Delhi-110057

Phone: 011-26131497

E-mail: ms@aicte-india.org

F.No. : 1-101/PGRC/AICTE/Regulation/2019/9530-9537 Dated: /11/2019

**Subject: Request to adhere/implement the provisions prescribed under All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019-reg.**

Dear Sir/Madam,

In supersession of the All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulation, 2012 dated 25<sup>th</sup> May, 2012, AICTE has been framed All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 which is published in official Gazette of India on 19.11.2019. The said Regulations are available on AICTE web portal. These Regulations are aimed at addressing and effectively resolving grievances of students of AICTE approved Technical Institutions.

2. These Regulations shall apply to all Technical Institutions recognised or approved by the All India Council for Technical Education as per Section 10(k) of the All India Council for Technical Education Act, 1987.

3. In view of the above, all AICTE approved institutions are hereby requested to adhere/implement the provisions prescribed under these Regulations.

Yours faithfully,



(Prof. Rajive Kumar)  
Member Secretary

The Principals/Directors,  
AICTE Approved Institutions

Copy to:

The Regional Officers, AICTE





आलोक प्रकाश मिश्रा  
सचिव  
of. Alok Prakash Mittal  
Member Secretary

F.No. : 1-101/PGRC/AICTE/Regulation/2019

Dated: 22/07/2019

**Public Notice  
on DRAFT**

**All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019**

AICTE has notified All India Council for Technical Education [Establishment of Mechanism for Grievance Redressal] Regulations, 2012 in official Gazette of India on 25<sup>th</sup> May, 2012. In supersession of these Regulations, AICTE has prepared a draft "All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019". These Regulations are aimed at addressing and effectively resolving grievances of students related to the AICTE approved Technical Institutions.

The draft All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 is available on AICTE website for inviting suggestions. The feedback and comments on the above draft All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019, may be sent to AICTE via e-mail [pubnote@aicte-india.org](mailto:pubnote@aicte-india.org) on or before 20<sup>th</sup> August, 2019.

Member Secretary, AICTE

- iii. refusal to admit in accordance with the declared admission policy of the institution;
- iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;
- v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
- vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
- viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
- ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Council;
- x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Council;
- xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
- xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
- xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Council;
- xiv. complaints of alleged discrimination of students from Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;
- xv. denial of quality education as promised at the time of admission or required to be provided; and
- xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force; and

(i) "Student Grievance Redressal Committee" means a Committee constituted under these Regulations;

(ii) "Ombudsman" means the Ombudsman appointed under these regulations;

(iii) "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to an institution, to the general public (including to those seeking admission in such institution) by such institution or any authority or person authorized by such institution to do so;

**Draft**  
**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
New Delhi, the ..... July, 2019

**NOTIFICATION**

F.No. 1-101/PGRC/AICTE/Regulation/2019- In exercise of the power conferred under clause (1) of Section 23 of the All India Council for Technical Education, Act, 1987 (52 of 1987), and in supersession of the All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulation 2012, the All India Council for Technical Education makes the following Regulations, namely:

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT:**

- a. These regulations shall be called as the All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019.
- b. They shall apply to all Technical Institutions recognized or approved by the All India Council for Technical Education as per Section 10(k) of the All India Council for Technical Education Act, 1987.
- c. They shall come into force from the date of their publication in the Official Gazette.

**2. OBJECTIVE:**

To provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto.

**3. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:**

- (a) "Act" means the All India Council for Technical Education Act, 1987;
- (b) "Council" means the All India Council for Technical Education
- (c) "UGC" means University Grants Commission
- (d) "Technical Education" means programs of education as defined under section 2(g) of the All India Council for Technical Education, Act, 1987
- (e) "Technical Institution" means an institution as defined under section 2(h) of the All India Council for Technical Education, Act, 1987;
- (f) "aggrieved student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.
- (g) "declared admission policy" means such policy, including the process there under, for admission to a course or program of study as may be offered by the institution by publication in the prospectus of the institution;
- (h) "Grievance" means and includes, complaint(s) made by an aggrieved student in respect of the following namely:
  - i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
  - ii. irregularity in the process under the declared admission policy of the
- (i) "Region" means a geographical territory, comprising of States, so determined, for the purpose of facilitating enforcement of these regulations; namely, Central Region comprising Madhya Pradesh, Gujarat and Chhattisgarh; Eastern Region comprising Andaman and Nicobar, Sikkim, Orissa, Jharkhand, Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh, West Bengal; Northern Region comprising Bihar, Uttar Pradesh, Uttarakhand; North West Region comprising Chandigarh, Haryana, Jammu and Kashmir, Delhi, Punjab, Rajasthan, Himachal Pradesh; Southern Region comprising Tamil Nadu, Puducherry; South Central Region comprising Andhra Pradesh, Telangana; South Western Region comprising Karnataka, Lakshadweep, Kerala; and Western Region comprising Goa, Maharashtra, Daman and Diu, Dadra and Nagar Haveli.
- (ia) "State" means a State specified in the First Schedule to the Constitution and includes a Union territory;
- (n) "Students" means a person enrolled, or seeking admission to be enrolled, in any institution to which these regulations apply;

**1. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:**

(1) Every institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:

- a. the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
- b. the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
- c. the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
- d. the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;
- e. each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- f. rules/regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine;
- g. the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;



- h. details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/visiting/guest) and teaching experience of every academic faculty.
- i. Information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry where the practical training is to be imparted to the students and in particular the attention payable by students on being admitted to the institution.
- j. all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, as in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
- k. any other information as may be specified by the Council.

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media.

- (2) Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

#### 8. STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

- (i) A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).
- (ii) Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely:
  - a. Principal of the college - Chairperson
  - b. Three senior members of the teaching faculty to be nominated by the Principal - Members and out of three one member shall be female and other from SC/ST/OBC category.
  - c. A representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities- Special invitee.
- (iii) The term of the members and the special invitee shall be of two years.
- (iv) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- (v) In considering the grievances before it, the SGRC shall follow principles of natural justice.
- (vi) The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

#### 7. FUNCTIONS OF OMBUDSPERSON:

- i. The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations.
- ii. While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for reevaluation or re-totalling of answer sheets from an examinee, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
- iii. The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- iv. The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

#### 8. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- (ii) On receipt of an online complaint, the institution shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- (iii) The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- (iv) An aggrieved person may appear either in person or authorize a representative to present the case.
- (v) Grievances not resolved by the Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these regulations.
- (vi) Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee, in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the Council, which shall take action in accordance with the provisions of these regulations.
- (vii) The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons there for as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- (viii) The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the institution shall place it for general information on its website.
- (ix) The institution shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Council any failure on the part of the institution to comply with the recommendations.
- (x) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

- (vii) Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

#### 6. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

- (i) Each affiliating University, Technical University, Private University, Deemed to be University shall appoint Ombudsperson for redressal of grievances of students under the UGC (Redress of Grievances of Students) Regulations, 2019.
- (ii) There shall be one or more part-time functionaries designated as Ombudsperson to hear, and decide on, appeals preferred against the decisions of the SGRCs.
- (iii) For institution who are offering diploma level course(s) and are affiliated to Board of Technical Education (BTE), the concerned Directorate of Technical Education (DTE) shall appoint an Ombudsperson for redressal of grievances of student.
- (iv) For Institution who are not affiliated to any University and offering Diploma, Post Diploma, Post Graduate Certificate, Post Graduate Diploma Course (s) in Management, Computer Applications & Travel and Tourism, the Council shall appoint an Ombudsperson for redressal of grievances of student.
- (v) The Ombudsperson shall be a Retired District Judge or a retired Vice Chancellor or Professor (who has worked as Dean/HOD and 10 years' experience as professor at State/Central Universities/Institution of eminence).
- (vi) The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as ombudsperson, be in a conflict of interest with the Institution where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the Institution.
- (v) The Ombudsperson shall be appointed for a period of three years or until he or she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term for the same State or region, as the case may be.
- (vi) For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the Council, and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- (vii) The State Government, in the case of an Ombudsperson of a State, and the Council (for Council appointed Ombudsperson), may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour as defined under these regulations.
- (viii) No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person not below the rank of judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

#### 9. INFORMATION REGARDING OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

An institution shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Students Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeal.

#### 10. CONSEQUENCES OF NON-COMPLIANCE:

The Council shall in respect of any Technical institution, which wilfully contravenes or repeatedly fails to comply with the recommendation of the Ombudsperson or the Student Grievance Redressal Committee, as the case may be, proceed to take one or more of the following actions, namely:

- (a) withdrawal of approval granted to the Technical Institution;
- (b) withdrawal of declaration of fitness or entitlement to receive grants or financial assistance from the Council;
- (c) withholding any grant allocated to the Technical Institution;
- (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Council;
- (e) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of Council, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (f) recommend to the affiliating university for withdrawal of affiliation, in case of a university affiliated institution or DTE affiliated institution;
- (g) such other action as may be deemed necessary and appropriate against an institution for non-compliance.

Provided that no action shall be taken by the Council under this regulation, unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

(Prof. Alok Prakash Mittal)  
Member Secretary



## **2. ANTI-RAGGING COMMITTEE**

Anti-Ragging Committee is the Supervisory and Advisory Committee in preserving a culture of ragging free environment in the college campus. The Anti-Ragging Committee is constituted under the stipulation from AICTE and APJ Abdul Kalam Technological University, Kerala to prevent the scourge of ragging including any conduct by students whether by words spoken or written or by an act which has the effect of teasing, hardships and psychological harm to a student. The Vice Principal chairs the committee and all the Heads of the Departments, president of PTA, wardens of hostels, Public Relations Officer, Student Council Chairman, General Secretary and Vice Chairman are members. Representation from the local Police Station, Gramapanchayath, NSS unit of the college and media representatives are also ensured in the committee. Anti-Ragging Committee is involved in designing strategies and action plans for curbing the menace of ragging in the college by adopting an array of activities. Awareness programs are conducted by the Anti-Ragging Cell every year, to impart perception to students on the consequences of indulging in ragging activities. Also, display boards are put up at strategic locations in the college which highlights the rules and regulations in connection with ragging.

## **ANTI-RAGGING SQUAD**

Anti-Ragging Squad operates under the auspices of the Anti-Ragging Committee and it seeks time to time advice from the Anti-Ragging Committee. Anti-Ragging Squad functions to avoid the incidents of ragging, if any, happening / reported in places of student aggregation including, classrooms, canteens, buses, grounds, hostels etc. The squad educate the students by adopting various means about the menace of ragging and related consequences and its legal aspects. The Anti-Ragging Squad is constituted with Hostel wardens, Senior faculty members and a lady faculty member from each department, Bus managers, NSS Program officer, technical staff representatives, office staff representatives, Canteen manager, as members. Regular monitoring of discipline within the campus is ensured and any complaints of students which come under purview of ragging are to be immediately reported to the squad. Anyone who suspects or comes to know about, or becomes a victim of ragging inside or outside the campus may contact any of the anti ragging committee members, whose contact details published on notice boards & website



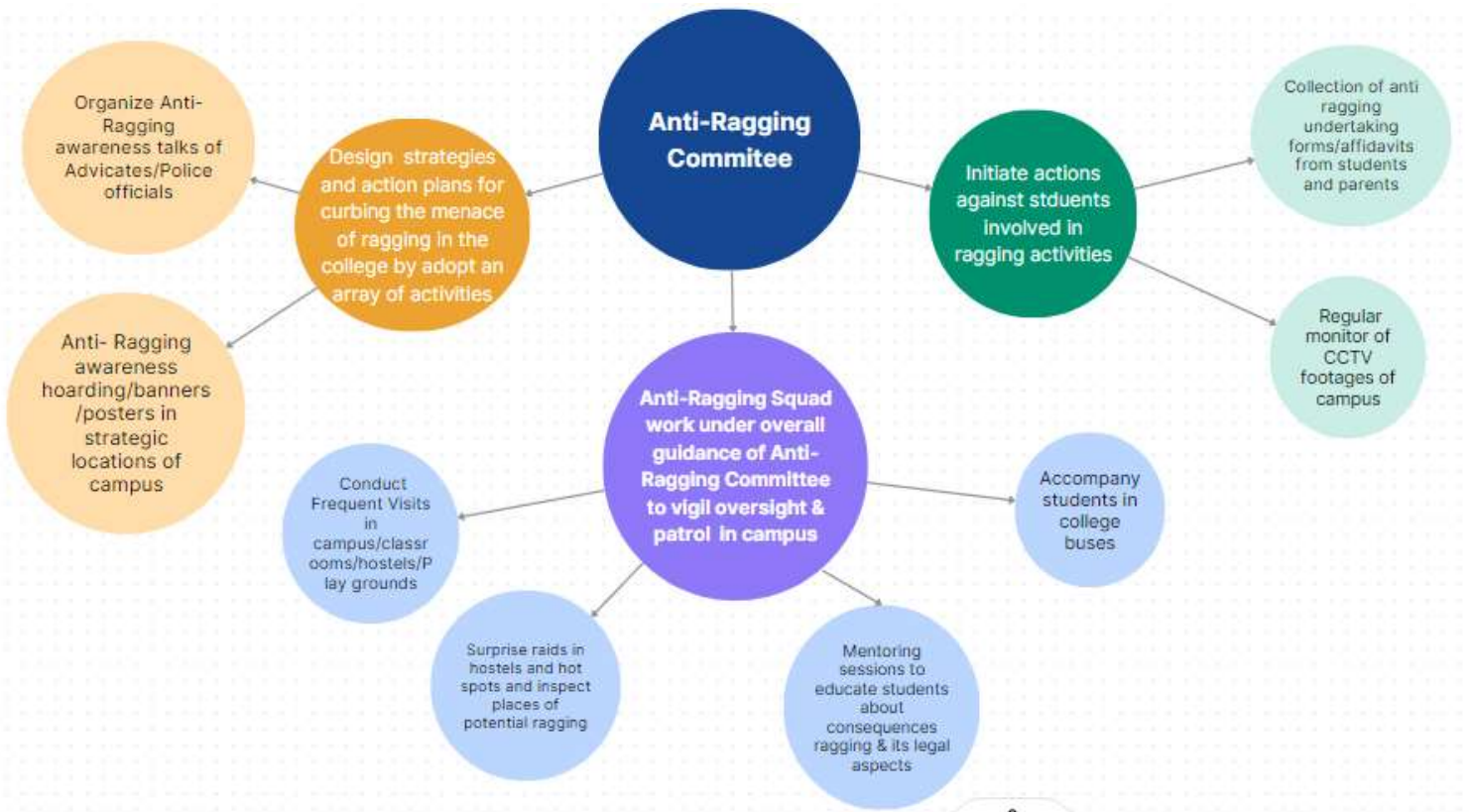


Fig 2: Anti-Ragging Committee & Squad Process of action

### **ROLES AND RESPONSIBILITIES**

Vimal Jyothi Engineering College has formed Anti-ragging committee to strictly deal with ragging incident. Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus. Anti-Ragging Squad will be working under the Monitoring of Anti Ragging Committee and will seek advice from the Anti-Ragging Committee.

As per the University Grants Commission (UGC) , ragging constitutes one or more of any intention by any student or group of students on :

- Abetment of ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public Nuisance created during ragging



- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Physical or psychological humiliation

### **FUNCTIONS**

- To appraise the students about the contents of the anti-ragging act and to advise them not to involve in the incidents of ragging.
- Making frequent visits in the campus to prevent any acts of ragging.
- Visiting class rooms and to explain to the students about the severe punishments and the Consequences likely to be imposed as per the act.
- Accompanying the students in the college buses at the end of the day's work.
- Preparation of Charts and Banners depicting the seriousness of actions to be taken in case of any ragging incident and to give wide publicity by displaying those banners at salient locations

### **PUNISHMENT THOSE FOUND GUILTY**

As per the UGC norms any student or group of students found guilty of ragging shall be liable to one or more of the following punishment

1. Immediate report to local police station
2. Suspension from attending classes and academic privileges
3. Withholding/ withdrawing scholarship/ fellowship and other benefits
4. Debarring from appearing in any test/ examination or other evaluation process
5. Withholding results



6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/ expulsion from the hostel
8. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period

### **STANDARD OPERATING PROCEDURES (SOP)**

Vimal Jyothi Engineering Collge has a zero tolerance policy regarding RAGGING. VJEC has formed anti-ragging committee & squad to strictly deal with ragging incidents. To keep a continuous watch and vigil over ragging to prevent its occurrence and recurrence. To promptly and stringently deal with the incidence of ragging brought to our notice. College has taken various precautions to prevent ragging and ensures 100% no ragging.

- Formed an Anti- Ragging Committee consisting of Members of Panchayath, Police Officials, senior faculty members, senior Technical staff, and Student Representatives and headed by Vice Principal
- Committee has taken steps and allotted duties to all the staff members at almost all areas in the college
- Many awareness programmes about Anti-Ragging were organised by the AntiRagging Committee.
- Wide canvassing about anti-ragging, is being done in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.

### **MEASURES OR PREVENTIVE ACTION TAKEN AT INSTITUTION LEVEL**

- Places inside the campus like hostels and canteen are identified which are prone to ragging and surveillance Camera were installed and regularly monitored.
- Separate sessions in hostel block are allocated to the first year students special care is taken about them
- Sign boards and mobile numbers of anti-ragging committee members are put at important places in the campus and at the website to report any ragging issues by students.
- Undertakings are collected from all S3 students and their parents

## CONSTITUTION OF ANTI-RAGGING COMMITTEE



**VIMAL JYOTHI**  
**ENGINEERING COLLEGE**  
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA  
Affiliated to APJ Abdul Kalam Technological University  
Approved by AICTE • ISO 9001:2015 Certified  
Accredited by Institution of Engineers (India), NBA, NAAC



VJ/191/A

07/02/2024


### Constitution of Anti-Ragging Committee

Anti-Ragging Committee with the following members is formed for the academic year 2023-24 under the Chairmanship of the HOD ECE, to prevent and eliminate the scourge of ragging including any conduct by students whether by words spoken or written or by an act which has the effect of teasing, hardship and psychological harm to a fresher.

- |   |           |
|---|-----------|
| 1. Dr. Anto Sabaya Dhas, HOD ECE                            | -Chairman |
| 2. Mr. Melvin Jose, Circle Inspector of Police, Kadayanmala | -Member   |
| 3. Mrs. Mini Shybl, President, Eruvessy Panchayath          | - Member  |
| 4. Mr. Pauline Thomas, Member Ward 10, Eruvessy Panchayath  | - Member  |
| 5. Ms. Shyini Saji, Parent                                  | - Member  |
| 6. Ms. Divya B, AP, CSE Dept                                | - Member  |
| 7. Mr. Appu C Kurian, APME Dept                             | - Member  |
| 8. Mr. Saneesh K, Asst. Prof, CE Dept.                      | - Member  |
| 9. Ms. Reshma K V, AP, AEI Dept.                            | -Member   |
| 10. Mr. Prabin James, AP, EEE Dept.                         | - Member  |
| 11. Ms. Jerrin Yomas, AP, ECE Dept.                         | - Member  |
| 12. Mr. Sithara Tom, AP ASH Dept.                           | - Member  |
| 13. Mr. Anargh K, S8 AEI                                    | -Member   |
| 14. Ms. Abhinav M K, S8 CE                                  | - Member  |
| 15. Mr. Abhisav Mathew Kurian, S8 CSE                       | -Member   |
| 16. Ms. Alaida Thomas, S8 ECE                               | -Member   |
| 17. Ms. Aleena K Shibu, S8 EEE                              | -Member   |
| 18. Ms. Ann Riya Jaison, S8 ADS                             | -Member   |
| 19. Mr. Alan Jose, S8 ME                                    | -Member   |
| 20. Ms. Merin Saji, S6 AEI                                  | -Member   |
| 21. Mr. Jyothish M, S6 ADS                                  | -Member   |
| 22. Ms. Nicymol M V, S6 CE                                  | -Member   |
| 23. Ms. Nadha AP, S6 CSE                                    | -Member   |
| 24. Ms. Yadhu A Babu, S6 CSD                                | -Member   |
| 25. Ms. Shant K S, S6 EEE                                   | -Member   |
| 26. Mr. Manu Roy, S6 ECE                                    | -Member   |
| 27. Mr. Joel Sunny, S6 ME                                   | -Member   |
| 28. Mr. Akhil Saju, S4 ADS                                  | -Member   |
| 29. Mr. Seeyas K S, S4 AEI                                  | -Member   |
| 30. Mr. Mrudul K, S4 CE                                     | -Member   |
| 31. Mr. Sarang K A, S4 CSE                                  | -Member   |
| 32. Mr. Abhinav V M, S4 ECE                                 | -Member   |
| 33. Mr. Sregeerth Sadarandan, S4 EEE                        | -Member   |
| 34. Mr. Thomas V S, S4 ME                                   | -Member   |
| 35. Mr. Adithyan P, S4 CSD                                  | -Member   |
| 36. Mr. Muhammed Musthafa, S4 CSCY                          | -Member   |
| 37. Mr. Alan Thannickal Mathew, S4 CSBS                     | -Member   |

**Distribution:**

- |                |   |                      |
|----------------|---|----------------------|
| 1. The Manager | } | For kind information |
| 2. The Bursar  |   |                      |
| 3. All HODs    |   |                      |

  
Principal

PRINCIPAL  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI - 670632



# VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA

Affiliated to APJ Abdul Kalam Technological University  
Approved by AICTE • ISO 9001:2015 Certified  
Accredited by Institution of Engineers (India), NBA, NAAC



VJ/191/A

25/02/2021

## Constitution of Anti-Ragging Committee

Anti-Ragging Committee with the following members is formed for the academic year 2020-21 under the Chairmanship of the Vice Principal to prevent and eliminate the scourge of ragging including any conduct by students whether by words spoken or written or by an act which has the effect of teasing, hardship and psychological harm to a fresher.

- |  |           |
|--|-----------|
| 1. Dr. G Glan Devadhas , Vice Principal                        | -Chairman |
| 2. Mr. Arunprasad, Circle Inspector of Police, Kudiyanmala     | -Member   |
| 3. Mrs.Tessy Emmanuel, President, Eruvessy Panchayath          | - Member  |
| 4. Mr.Pauline Thomas,Member Ward 10 , Eruvessy Panchayath      | - Member  |
| 5. Sri. Jose Paraplackal, Reporter Malayala Manorama, Chemperi | - Member  |
| 6. Ms.Vinu Mathew, Parent                                      | - Member  |
| 7. Ms. Divya B, AP, CSE Dept                                   | - Member  |
| 8. Mr. Appu C Kurian, AP ME Dept                               | - Member  |
| 9. Mr. Linjesh Sebastian,Asst.Prof, CE Dept.                   | - Member  |
| 10. Ms. Reshma K V, AP,AEI Dept.                               | -Member   |
| 11. Mr. Prabin James, AP,EEE Dept.                             | - Member  |
| 12. Ms. Jerrin Yomas, AP, ECE Dept.                            | - Member  |
| 13. Mr. Ammu Jose, AP ASH Dept.                                | - Member  |
| 14. Mr.Manu Jude Mathew,S7 CE                                  | - Member  |
| 15. Mr.Stenin M James,S7 ME                                    | - Member  |
| 16. Mr.Aromal Joseph K.M,S7 CSE                                | - Member  |
| 17. Mr.Aromal Shaji,S7 EEE                                     | - Member  |
| 18. Mr.Ciril Mathew,S7 ECE                                     | - Member  |
| 19. Ms. Sonima Rajeevan,S7 AEI                                 | - Member  |
| 20. Ms. Sneha Jose,S5 AEI                                      | -Member   |
| 21. Mr.Jeevan Nobins,S5 ECE                                    | -Member   |
| 22. Ms.Archana Manoj,S5 EEE                                    | -Member   |
| 23. Mr.Akhil Jolly,S5 CSE                                      | -Member   |
| 24. Mr.Krithik Loujith,S5 CE                                   | -Member   |
| 25. Mr.Rithun Hari P,S5 ME                                     | -Member   |
| 26. Mr.Aljo John,S3 AEI  | -Member   |
| 27. Ms.Malavika K Jithendran,S3 CE                             | -Member   |
| 28. Ms.Diya S,S3 CSE   | -Member   |
| 29. Mr.Aswin Suresh M,S3 EEE                                   | -Member   |
| 30. Ms.Flemy Jose,S3 ECE                                       | -Member   |
| 31. Mr.Ajo Antony Mathew,S3ME                                  | -Member   |

  
Principal  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI - 670632

Distribution:

1. The Manager
2. The Bursar
3. All HODs

} For kind information

**Constitution of Anti-Ragging Committee**

Anti Ragging Committee with the following members is formed for the academic year 2018-19; under the Chairmanship of the Principal to prevent and eliminate the scourge of ragging including any conduct by students whether by words spoken or written or by an act which has the effect of teasing, hardship and psychological harm to a fresher.

1. Dr. Benny Joseph, Principal -Chairman
2. Mr. Sreejesh V.V, Sub Inspector of Police, Kudiyanmala -Member
3. Adv.Joseph Issac, President, Eruvessy Panchayath - Member
4. Ms.Pauline Thomas,Vice President, Eruvessy Panchayath - Member
5. Sri. Jose Paraplackal, Reporter Malayala Manorama, Chemperi - Member
6. Sri. C.M. Thomas, JCI, Chemperi - Member
7. Mr. Saju Augustine,Kuliraniyil, Parent - Member
8. Ms. Divya B, AP, CSE Dept - Member
9. Mr. Jestin C Jose, AP ME Dept - Member
10. Dr. Shika S,Asso.Prof, CE Dept. - Member
11. Ms. Divya K, AP,AEI Dept. -Member
12. Mr. Prabin James, AP,EEE Dept. - Member
13. Ms. Jerrin Yomas, AP, ECE Dept. - Member
14. Mr. Ammu Jose, AP ASH Dept. - Member
15. Mr. Justin Shajan,S7 ME - Member
16. Ms. Neeraja Molachan,S7 ECE - Member
17. Mr. Jithin Shaji,S7 EEE - Member
18. Ms. Arancha Baby,S7 CSE - Member
19. Mr. Thomas Roy,S7 CE - Member
20. Mr. Jerlin Joykutty,S7 AEI - Member
21. Mr. Bovin Bino,S5 ME - Member
22. Mr.Albin George,S5 CE - Member
23. Mr. Noble Saji Jacob,S5 ECE - Member
24. Ms.Megna Sudeep,S5 EEE - Member
25. Mr.Gokul Kumbakara,S5 CSE - Member
26. Mr. Alan Tom Shaji,S5 AEI - Member
27. Mr.Manu Jude Mathew,S3 CE - Member
28. Mr.Stenin M James,S3 ME - Member
29. Mr.Aromal Joseph K.M,S3 CSE - Member
30. Mr.Aromal Shaji,S3 EEE - Member
31. Mr.Ciril Mathew,S3 ECE - Member
32. Ms. Sonima Rajeevan,S3 AEI - Member

  
PRINCIPAL  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI - 670 632

Copy to

Ph: 0460 2212240, 2213399, Fax: 0460 2213513, E-mail: vjecmail@gmail.com, Website: www.vjec.ac.in

1. The Chairman
  2. The Bursar
  3. The Administrator
  4. All HODs
- } For kind information



VJ/191/A

17/11/2021

Constitution of Anti-Ragging Squad

The following members of staff and students are nominated for Anti- Ragging Squad which will work under the overall guidance of Anti- ragging Committee.

1. Mr. Shaji M.A, Associate Professor, Physical Edn.
2. Mr.Vasudevan M, Programme Officer, NSS
3. Fr Subin Rathapallil, Warden, Sanjose Men's Hostel
4. Fr., Pious Padinjaremuriyil, Warden, Santhom Men's Hostel
5. Sr. Valsamma, Warden, St. Alphonsa Ladies Hostel
6. Sr.Shanti George , Warden, Holy Cross Nivas
7. Mr.Anand Chakkulath, Manager, College Canteen
8. Mr.Biju Vazhakkuzha, Manager, Sweet House
9. Mr. Stanly Kurian, Librarian
10. Mr. Sibi Joseph, Technician, Net Lab
11. Mr. Stanly Kurian, Librarian in -charge of College Bus-1
12. Ms.Laly James, HOD EEE in -charge of College Bus-2
13. Dr. Jayesh George, in -charge of College Bus-3
14. Mr. Ryne P.M, Associate Prof., ME, in -charge of College Bus-4
15. Mr. Shaji George , Asst.Prof ME, in -charge of College Bus-5
16. Cdr.Raju K.K, HOD ME, in -charge of College Bus-6
17. Mr.Manoj K.C, Asst.Prof, in -charge of College Bus-7
18. Ms.Sigi Thomas, Asst.Prof, in -charge of College Bus-8
19. Mr.Gokul Nath , Asst.Prof, in -charge of College Bus-9
20. Ms.Divya B, HOD CSE, in -charge of College Bus-10
21. Dr.Sreekanth M P, Asst.Prof, in -charge of College Bus-11
22. Ms.Jessy Joseph, Staff in-charge, College Stores
23. Mr.Dhanoj M, AP AEI, S3 Tutor
24. Ms.Neena V V, AP CSE, S3 Tutor
25. Ms.Jyothi Joseph, AP EEE, S3 Tutor
26. Dr.Reema Mathew, AP ECE, S3 Tutor
27. Mr.Gokulnath, ME, S3 Tutor
28. Mr.Saneesh K, CE, S3 Tutor
29. Secretary, NSS
30. Sports Captain
31. Arts Secretary

The squad should have vigil oversight and patrolling functions and should make surprise raids on hostels and other hot spots and inspect places of potential ragging. The squad should work under the overall guidance of Anti Ragging Committee.

  
Principal

Distribution:

1. The Chairman
  2. The Bursar
  3. The Administrator
  4. All HODs
- } For kind information



VJ/191/A

21/06/2018

**Constitution of Anti-Ragging Squad**

The following members of staff and students are nominated to form an Anti- Ragging Squad which will work under the overall guidance of Anti- ragging Committee.

1. Mr. Shaji M.A, Associate Professor, Physical Edn.
2. Mr.Thomas John, Programme Officer, NSS
3. Fr. Bibin Varambakath , Warden, Santhom Men's Hostel
4. Fr. Vipin Vemmenikattayil, Warden,Sanjose Men's Hostel
5. Sr. Rosamma, Warden, St. Alphonsa Ladies Hostel
6. Sr.Valsamma, Warden, Holy Cross Nivas
7. Mr. Sivi Joseph, Manager, College Canteen
8. Mr. Biju Vazhakuzha, Manager, Sweet House
9. Mr. Stanly Kurian, Librarian
10. Mr. Sibi Joseph, Technician, Net Lab
11. Mr. Stanly Kurian, Librarian in -charge of College Bus-1
12. Mr. Jollykutty Sebastian, in -charge of College Bus-2
13. Ms. Reshma K.V, in -charge of College Bus-3
14. Mr. Ryne P.M, Associate Prof., ME, in -charge of College Bus-4
15. Mr. Shaji George , Asst.Prof ME, in -charge of College Bus-5
16. Cdr.Raju K.K,HOD ME, in -charge of College Bus-6
17. Ms.Divya B,HOD CSE, in -charge of College Bus-7
18. Ms.Lekshmy S,Asst.Prof, in -charge of College Bus-8
19. Ms.Reema Mathew,Asst.Prof, in -charge of College Bus-9
20. Mr.Manoj K.C, Asst.Prof, in -charge of College Bus-10
21. Mr.Shamin Muthu K K,Asst.Prof,in-charge of College Bus-11
22. Sr. Jessy, Staff in-charge, College Stores
23. Ms.Sudarshana Vijayan,AP AEI,S3 Tutor
24. Ms.Ancy K Sunny,AP CSE,S3 Tutor
25. Ms.Ankitha Sebastian,AP EEE,S3 Tutor
26. Mr.Manoj K.C,AP ECE,S3 Tutor
27. Mr.Mejo M Francis,ME,S3 Tutor
28. Mr.Logi M Bobby,CE,S3 Tutor
29. Secretary, NSS
30. Sports Captain
31. Arts Secretary

The squad should have vigil oversight and patrolling functions and should make surprise raids on hostels and other hot spots and inspect places of potential ragging. The squad should work under the overall guidance of Anti Ragging Committee.

Copy to

1. The Chairman
2. The Director, 2213399, Fax: 0460 2213399, E-mail: vjecmail@gmail.com, Website: www.vjec.ac.in
3. The Administrator
4. All HODs

  
Principal  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI, KANNUR D.T., KERALA



## UGC/KTU REGULATIONS



UNIVERSITY GRANTS COMMISSION  
BAHAUDURSHAH ZAFAR MARG  
NEW DELHI

No. F. 1-21/2009 (Anti Ragging)

March, 2012

### NOTICE

In pursuance to the judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, the University Grants Commission has framed "UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009" which have been notified on 4<sup>th</sup> July, 2009 in the Gazette of India. These regulations are mandatory for all Universities/Institutions. The UGC has made it mandatory for all students/parents to submit anti ragging related affidavits to the institutions at the time of admission. **Now it is brought to the notice of all Universities, Institutions, Students and Parents that these affidavits can be downloaded from the web site of UGC and or related other web sites.**

IS (ARC)

[Translation in English of the Kerala Prohibition of Ragging Act, 1998 published under the authority of the Governor]

#### THE KERALA PROHIBITION OF RAGGING ACT, 1998\*

(Act 10 of 1998)

An Act to Prohibit ragging in educational institutions in the State of Kerala.

Preamble.- WHEREAS it is expedient to prohibit ragging in educational institutions in the State of Kerala.

BE it enacted in the Forty-Ninth Year of the Republic of India as follows:-

1. *Short title, extent and Commencement.*(1) This Act may be called the Kerala Prohibition of Ragging Act, 1998.
- (2) It extends the whole of the State of Kerala.
- (3) It shall be deemed to have come into force on the 23<sup>rd</sup> day of October, 1997.
2. *Definition.* In this Act, unless the context otherwise required,-
  - (a) 'head of the educational institution' means the Principal or the Headmaster or the person responsible for the management of that educational institution;
  - (b) 'Ragging' means doing of any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes-
    - (i)teasing, abusing or paying practical jokes on, or causing hurt to, such student, or
    - (ii) asking a student to do any act or perform something which such student will not, in the ordinary course willingly, do.
3. *Prohibition of ragging.* - Ragging within or without any educational institution is prohibited.
4. *Penalty for ragging.*- Whoever commits, participates in, abets or propagates ragging within, or without, any educational institution shall, on conviction, be punished with imprisonment for a term which may extent to two years and shall also be liable to a fine which may extent to ten thousand rupees.
5. *Dismissal of student.* - Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years from the date of order of such dismissal.
6. *Suspension of student.*- (1) Whenever any student or, as the case may be, the parents or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true,



KERALA TECHNOLOGICAL UNIVERSITY  
(A State Government University)  
MBA Block, CET Campus, Thiruvananthapuram - 695 016  
Phone: 0471 2598122; Fax: 2598522; Email: [university@ktu.edu.in](mailto:university@ktu.edu.in)

### PUBLIC NOTICE

#### CURBING THE MENACE OF RAGGING IN KTU AFFILIATED TECHNICAL INSTITUTIONS

It is brought to the notice of the institutions, students and other various stakeholders that ragging is a criminal offence and AICTE has framed regulation which has been notified vide F.No.37-3/Legal/AICTE/2009 dated July 1, 2009 (available on AICTE web portal [aicte-india.org](http://aicte-india.org)) on curbing the menace of ragging in AICTE approved Technical Institution, in order to prohibit, prevent and eliminate the scourge of ragging.

It is informed all the affiliated institutions that it should take necessary steps for its implementation, monitoring mechanism etc. as per provisions provided in the above regulation and ensure its strict compliance. Also following preventive measures for Anti-Ragging should be strictly followed:

- (1) The institutions shall erect suitable hoardings/bill boards/banners in prominent places within the campus to exhort the students to prevent or not to indulge in ragging and also indicating therein the names of the officials and their telephone numbers to be contacted in case of ragging.
- (2) All Educational Institutions should form Anti-Ragging-Committee and Squads and dedicated Cadre of Wardens and Professional Counsellors to ensure that the directions of Hon'ble Supreme Court of India and Raghavan Committee recommendations are followed without exception.
- (3) Affidavit must be obtained from every Student, Parent/Guardian separately as per Clause 5, Sub-Clause 3&4 of AICTE regulation as cited above. Another affidavit must also be obtained along with application of Students while availing hostel accommodation as per Clause 5, Sub-Clause 6 of AICTE regulation as cited above.
- (4) The Institution may also undertake any other form of campaigns as it may consider appropriate for prevention of ragging.

Any violation of AICTE regulation as cited above or in case any Institution fails to take adequate steps to prevent ragging or act in accordance with these regulations or fails to punish perpetrators or incidents of ragging suitably, KTU shall call for punitive action against erring Institutions.

Students in distress owing to ragging related incidents can access the Toll Free Helpline 1800-180-5522 or write to the Registrar, KTU, MBA Block, CET Campus, Thiruvananthapuram - 695 016 or email: [university@ktu.edu.in](mailto:university@ktu.edu.in)

Thiruvananthapuram;  
10<sup>th</sup> August, 2015.

REGISTRAR

suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situate, for further action.

(2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

7. *Deemed abatement.* - If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.
8. *Power to make rules.* - (1) The Government may, by notification in the Gazette, make rules for carrying out all or any of the purposes of this Act.  
(2) Every rule made under this Act shall be laid, as soon as may be after it is made, before the Legislative Assembly, while it is in session for a total period of fourteen days, which may be comprised in one session or in two successive sessions, and if before the expiry of the session in which it is so laid, or the session immediately following, the Legislative Assembly makes any modification in the rule or decides that the rule should not be made, the rule shall, thereafter, have effect only in such modified form or be of no effect, as the case may be, so, however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.
9. *Repeal and saving.* - (1) The Kerala prohibition of Ragging Ordinance, 1998 (2 of 1998) is hereby repealed.  
(2) Notwithstanding such repeal, anything done or deemed to have been done or any action taken or deemed to have been taken under the said Ordinance shall be deemed to have been done or taken under this Act.



### **3.INTERNAL COMPLAINT COMMITTEE (ICC)**

This is a committee constituted for the prevention, prohibition and redressal of sexual harassment of women employees and students of the institution as per AICTE & UGC regulation in line with KTU order.

Gender Equality' is one of the policies of Vimal Jyothi Engineering College, and each one is vigilant to ensure a harassment-free life on the campus. The campus is blessed to be a safe nest for women, and everyone respects the woman in campus recognizing her talent and struggle in excelling in multiple roles in the family as a mother, sister, daughter, wife, daughter-in-law and in society as bread-winner, student and the like.

The college has constituted an ICC as per AICTE regulations. The committee for the year 2022-23 has been reconstituted and publicised

### **ROLES AND RESPONSIBILITIES**

Committee shall:

- Provide assistance if an employee or a student chooses to file a complaint with the police;
- provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

**PROCESS OF MAKING COMPLAINT**

(1) An aggrieved person is required to submit a written complaint along with supporting documents and names and addresses of the witnesses if any to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

(2) Friends, relatives, colleagues, co-students, psychologist or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

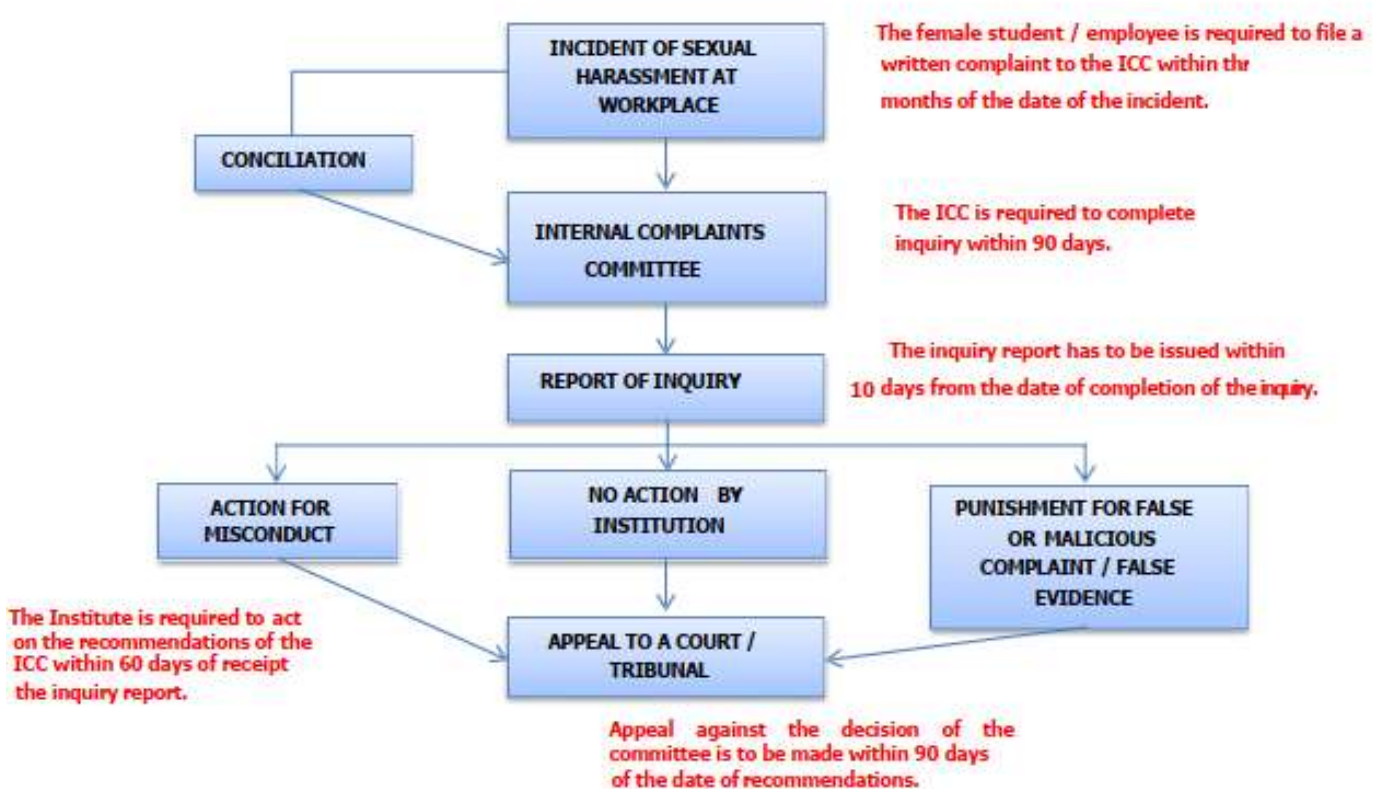


Fig 3: Internal Complaint Committee Process of action

**PROCESS OF CONDUCTING INQUIRY**

(1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

- (2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- (3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the TI. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- (4) The Executive Authority of the TI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- (5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the TI within a period of thirty days from the date of the recommendations.
- (6) If the Executive Authority of the TI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the TI shall proceed only after considering the reply or hearing the aggrieved person.
- (7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The TI shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- (8) The identities of the aggrieved party or victim or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.



## CONSTITUTION OF ICC



**VIMAL JYOTHI**  
ENGINEERING COLLEGE  
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA  
Affiliated to APJ Abdul Kalam Technological University  
Approved by AICTE • ISO 9001:2015 Certified  
Accredited by Institution of Engineers (India), NBA, NAAC



Proceedings VJ/24 08/08/2021

**PROCEEDINGS**

**Sub: Constitution of Internal Complaint Committee**

With reference to the APJ Abdul Kalam Technological University Circular No. KTU/ASST6 (ADMIN)/4474/2021 dated 04.03.2022 the Internal Complaint Committee of our College is constituted as under:-

1. Ms.Divya B, Associate Professor CSE-Presiding Officer
2. Ms.Lekshmy S, AP ECE-Member
3. Ms.Vineethamol Abraham, AP ASH-Member
4. Mr.Josteen J Puthamana, Welfare Officer-Member
5. Ms.Jancy Joseph, Coach Physical Education-Member
6. Ms.Lidiya James, S7 CSE-Member
7. Ms.Aida Thomas, S5 AEI-Member
8. Ms.Vishnupriya, S5 ECE-Member

The Committee will look after the welfare of students of the Institution

  
Principal  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI – 670632

**Distribution:**

1. The Manager
2. The Bursar
3. The Member Concerned
4. All HODs



Ph: 0460 2212240, 2213399 E-mail: office@vjec.ac.in Website: www.vjec.ac.in



**VIMAL JYOTHI**  
**ENGINEERING COLLEGE**

JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA

Affiliated to APJ Abdul Kalam Technological University  
Approved by AICTE ♦ ISO 9001:2015 Certified  
Accredited by Institution of Engineers (India), NBA, NAAC



Proceedings VJ/08

14.03.2022

**PROCEEDINGS**

**Sub: Constitution of Internal Complaint Committee**

With reference to the APJ Abdul Kalam Technological University Circular No. KTU/ASST (ACADEMIC)/1589/2019 dated 13.12.2020 the Internal Complaint Committee of our College is constituted as under:-

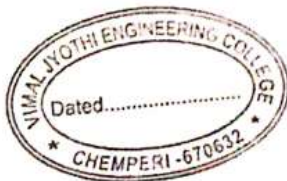
1. Ms.Divya B, Associate Professor CSE-Convener
2. Ms.Laly James, HOD EEE-Member
3. Mr.Josteen J Puthumana, Welfare Officer-Member
4. Ms.Jancy Joseph, Coach Physical Education-Member
5. Ms.Dhiya Dhanarajan,S7 CE-Member
6. Ms.Abhincy Thomas,S5 CSE-Member
7. Ms.Irene Tressa Cibi,S3 CSE-Member

The Committee will look after the welfare of students of the Institution

**Distribution:**

1. The Manager
2. The Bursar
3. The Member Concerned
4. All HODs

*[Handwritten Signature]*  
14/03/2022  
Principal  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI - 670632





**VIMAL JYOTHI**  
**ENGINEERING COLLEGE**  
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA  
ACCREDITED BY IEI, NBA & NAAC • ISO 9001:2015 CERTIFIED  
AFFILIATED TO KTU • APPROVED BY AICTE

Proceedings VJ/12

12.04.2021

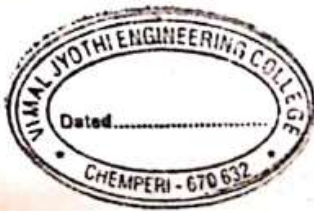
PROCEEDINGS

**Sub: Constitution of Internal Complaint Committee**

With reference to the APJ Abdul Kalam Technological University Circular No. KTU/ASST (ACADEMIC)/1589/2019 dated 13.12.2020 the Internal Complaint Committee of our College is constituted as under:-

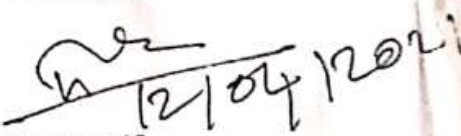
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The Committee will look after the welfare of students of the Institution



Distribution:

1. The Manager
2. The Bursar
3. The Member Concerned
4. All HODs

  
12/04/2021  
PRINCIPAL  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI - 670632





**APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY**

CET campus, Thiruvananthapuram - 695 016

Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: university@ktu.edu.in

No. KTU/ASST(ACADEMIC)/1589/2019

Dated: 31.12.2020

**CIRCULAR**

Sub:- APJAKTU - Academic - Directive of UGC - Constitution of Internal Complaints  
Committee at affiliated Institutions - Circulated - Reg

Ref :- Gazette Notification No. No. F. 91-1/2013(TFGS ) Dated 02.05.2016 of the University  
Grants Commission

As per reference cited, the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 has been enacted by the UGC regarding formation of Internal Complaints Committee at College level for the prevention, prohibition and redressal of sexual harassment of women employees and students in Higher Educational Institutions.

The provisions of the above Regulations shall be strictly adhered to by all the affiliated Institutions of the University. Also all the Institutions are directed to publish in the Notice Board and update their website with all the information related to constitution of the Internal Complaints Committee with relevant details including phone numbers of the members and the redressal mechanism, punishments etc.

**Dr. Bijukumar R \***  
Dean (Academic) in Charge

.To

1. All affiliated Institutions
2. JD(IT) for publishing in the University website
3. PS to VC / PVC, CE / Dean(s) / FO
4. SF / FC

Forwarded / By Order

Section Officer

\* This is a computer system (Digital File) generated letter. Hence there is no need for a



## UGC REGULATIONS

### MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(University Grants Commission)

#### NOTIFICATION

New Delhi, the 2nd May, 2016

University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015

No. F. 91-1/2013(TFGS)—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:—

1. **Short title, application and commencement.**—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
  - (2) They shall apply to all higher educational institutions in India.
  - (3) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions.**—In these regulations, unless the context otherwise requires,—

- (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
- (b) "Act" means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (34 of 2013);
- (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, canteens, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commencing to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;

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THE GAZETTE OF INDIA : EXTRAORDINARY

[PART III—Sec. 4]

- (d) "student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI; Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student; Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;
- (m) "third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;
- (n) "victimisation" means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (o) "workplace" means the campus of a HEI including—
  - (a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
  - (b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
  - (c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.

3. **Responsibilities of the Higher Educational Institution.**—(1) Every HEI shall,—

- (a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- (b) publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- (c) organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations);
- (d) act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- (e) publicly commit itself to a zero tolerance policy towards sexual harassment;
- (f) reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (g) create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- (h) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual

[PART III—Sec. 4]

UNIVERSITY GRANTS COMMISSION

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- (d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations, trainee, apprentice (or called by any other name), intern, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause (b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted in the ICC. Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means—

- (i) "An unwelcome conduct with sexual undertones if it occurs or which is persistent and which denigrates, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:—
  - (a) any unwelcome physical, verbal or non-verbal conduct of sexual nature;
  - (b) demand or request for sexual favour;
  - (c) making sexually coloured remarks;
  - (d) physical contact and advances; or
  - (e) showing pornography"
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones—
  - (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
  - (b) implied or explicit threat of detrimental treatment in the conduct of work;
  - (c) implied or explicit threat about the present or future status of the person concerned;
  - (d) creating an intimidating offensive or hostile learning environment;
  - (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

[PART III—Sec. 4]

UNIVERSITY GRANTS COMMISSION

13

harassment, contact details of members of Internal Complaints Committee, complaint procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted in the ICC. Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- (j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI.
- (l) be responsible in being those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to suspension and expulsion) if the perpetrator is a student;
- (o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

3.2 **Supportive measures.**—(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially constructed by region, class, caste, sexual orientation, minority identity and by being differently abled. Handling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.





- (6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs)) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.
- (7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.
- (8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.
- (9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.
- (10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.
- (11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.
- (12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modulus of protection from harassment of all kinds.
- (13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
- (14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.
- (15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The "cultural" spaces and the "formal academic space" need to collaborate to render these workshops interactive, engaging and non-mechanical.
- (16) Hostel Warden, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

**4. Grievance redressal mechanism.—**(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition—

- (a) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (b) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (c) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (d) ensure prohibition of retaliation or adverse action against a covered individual because the employee or student is engaged in protected activity.

**4. The process for making complaint and conducting inquiry –** The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

**5. Process of making complaint of sexual harassment –** An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing.

Provided further that the ICC may, for the reasons to be recorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period."

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associates of the victims may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

**6. Process of conducting inquiry.—**(1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendation shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the

(a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(a);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;"

(b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;

(c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;

(d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

(2) At least one-half of the total members of the ICC shall be women.

(3) Persons in senior administrative positions in the HEI, such as Vice-Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.

(4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one-third of the members of the ICC may change every year.

(5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.

(6) Where the Presiding Officer or any member of the Internal Committee:

- (a) contravenes the provisions of section 16 of the Act; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force in pending against him; or
- (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section."

**5. Responsibilities of Internal Complaints Committee (ICC) -** The Internal Complaints Committee shall:

(a) provide assistance if an employee or a student chooses to file a complaint with the police;

case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party whenever possible, is preferred to purely punitive intervention.

(b) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

**6. Interim redressal—**The HEI may,

(a) transfer the complainant or the respondent to another section or department to minimize the risks involved in contact or interaction, if such a reassignment is made by the ICC;

(b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;

(c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;

(d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;

(e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

**10. Punishment and compensation—**(1) Any person found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may—

- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
- (b) suspend or restrict entry into the campus for a specific period;
- (c) expel and strike off name from the rolls of the institution, including debar of readmission, if the offence is warrant;
- (d) award alternative punishments like mandatory counselling and, or, performance of community service.

(3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue directions for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of—

- (a) moral trauma, pain, suffering and distress caused to the aggrieved person;
- (b) the loss of career opportunity due to the incident of sexual harassment;
- (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
- (d) the income and status of the alleged perpetrator and victim; and
- (e) the feasibility of such payment in lump sum or in instalments.

**11. Action against frivolous complaint—**To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provision of sub-regulation (1) of regulation 10, if the complainant happens to be an employee and as per sub-regulation (2)



of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

12. **Consequences of non-compliance.**—(1) The Commission shall, in respect of any institution that will fully contravene or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice: -

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956.
- (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
- (c) withholding any grant allocated to the institution;
- (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
- (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
- (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
- (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;
- (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.
- (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

[Adv. - III/4/Exty./53]

IASPAL S. SANDHU, Secy. UGC

VJ/ACC/2021/1

### Internal Complaints Committee Report

As per the office order No., VJ/12 dated 12/4/2021 we

1. Ms. Divya B
2. Ms. Laly James
3. Ms. Jancy Joseph
4. Mr. Josteen J Puthumana are members of Internal Complaints Committee

On 16/12/2021 the committee had received a complaint (Annexure-1) from S7 CE-B students, Ms. Afra K (VML18CE004), Ms. Anagha K (VML18CE018), Ms. Anaswara Ramakrishnan (VML18CE024), Ms. Anusree T (VML18CE027), Mr. Brils Sojen (VML18CE033) and Ms. Sneha P (VML18CE063) against the security staff Mr. Tomy T T.

#### Description of the incident

On 11/12/2021 at 9:30 AM, S7 CE-B students, Ms. Afra K (VML18CE004), Ms. Anagha K (VML18CE018), Ms. Anaswara Ramakrishnan (VML18CE024), Ms. Anusree T (VML18CE027), Mr. Brils Sojen (VML18CE033) and Ms. Sneha P (VML18CE063) had gone to Ukkal for shopping in an Alto car. They had taken permission from hostels and had shown it at the security post when they left the campus. They had returned to the campus at around 2:30 PM. Mr. Brils was driving the car and Ms. Afra was sitting in the passenger seat at the front. The other four students were in the back seat of the car. When the car reached the main gate, Mr. Tomy T T, the security staff at the main gate, had told these students that "ingane arendal room eduthal porayirunno?". The students were annoyed hearing the comment and had stopped the car. Mr. Tomy went near the car and said that he had assumed that the passengers were boys.

#### Observations of the enquiry committee

Ms. Afra K (VML18CE004), Ms. Anagha K (VML18CE018), Ms. Anaswara Ramakrishnan (VML18CE024), Ms. Anusree T (VML18CE027), Ms. Sneha P (VML18CE063) were called for enquiry on 15/12/2021 at 1:00 PM in the boardroom. The committee members talked to each of these students and they had given the same description of the incident. The committee members enquired with the Alphonsa hostel warden, Sr. Valsamma, whether the girls had taken permission from her. She has verified the same. Ms. Afra and Ms. Anagha had informed the committee that they had similar experiences in the past from the same security staff. Ms. Anagha informed the committee that Mr. Tomy had told her "kadumbathil keranayitille?" when she came back from Vaniyappara after a site visit in relation to academic project work. The committee had interacted with Mr. Brils through phone and he said the same thing as given in the complaint.

Mr. Tomy (Annexure-2) accepted that he had told the defamatory dialogue to the students on 11/12/2021. He saw the girls only when the car stopped. He told them then that he uttered the words because he assumed that the passengers were boys. Mr. Tomy informed the committee that he had seen Brils using the Alto car even though he is a hosteler. He denied any previous instances where he had talked to the students in an indecent manner.

#### Suggestions of the committee

The committee feels that the security staff, Mr. Tomy T T, might have said the dialogue assuming that the passengers were boys. But he still does not have any authority to talk to the students in this manner. The committee is also concerned about whether the security staff behaved in a similar manner in the past. Also, we have noted that his way of talking is rude even in front of the committee members. So, we recommend issuing a severe warning to Mr. Tomy so that similar instances are not repeated in the future. The committee would also like to recommend behavioural training to the security staff. They should be given proper instructions and guidance regarding their duties and responsibilities so that unnecessary altercations with students can be avoided in the future.

Thanking You,

Yours faithfully,

Chemperi,  
17/12/2021

Ms. Divya B  
Ms. Laly James  
Ms. Jancy Joseph  
Mr. Josteen J Puthumana

*[Handwritten signatures and dates]*  
17/12/2021  
18/12/21





**MINUTES & ACTION TAKEN REPORT OF STUDENT GRIEVANCES REDRESSAL COMMITTEE (AY 22-23)**

SGRE Meeting held on 09 June 2023.

Agenda: Pending student's Grievances

Attended by:

1. Cdr (retd) Rajin K Kurian, Chairman
2. Jomy Jose
3. Anitha Babu
4. Divya B
5. Rajmul Arumod, SR CSE B

Action taken report Students Grievance Redressal committee Meeting 09 June 2023				
Sl No	Details of Discussion and Decisions	Target Date	Action	Remarks
1.	Decision pending on appeals by students.	NA		No grievance /appeals were received/referred to the committee after the previous meeting.
2.	Committee decided to meet again depending on the appeals received by it . and also decided to have a meeting in Aug 2023	Aug 2023	All members	

Ms Divya B, Assoc. Professor, CSE  
(member)

Mr Jomy Jose, AP,ASH  
(member)

Ms Anitha Babu AP,CE  
(Member)


Mr. Rajmul A, S7 CSE  
(Spl. Invitee)


Cdr (retd) Rajin K Kurian, HOD, ME  
(Chairman)






<u>Action taken report Students Grievance Redressal committee Meeting 02 March 2023</u>				
SI No	Details of Discussion and Decisions	Target Date	Action	Remarks
1.	Decision pending on appeals by students.	NA		No grievance /appeals were received/referred to the committee after the previous meeting.
2.	Committee decided to meet again depending on the appeals received by it . and also decided to have a meeting in May 2023		All members	

  
Ms. Divya B, Assoc. Professor, CSE  
(member)

  
Mr. Jomy Jose ,AP,ASH  
(member)

  
Ms Anitha Babu AP,CE  
(Member)

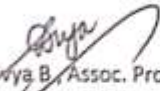
  
Mr. Rajmul A ,S7 CSE  
(Spl. Invitee )


  
Cdr (retd) Raju K Kuriakose, HOD, ME  
(Chairman)




**Action taken report Students Grievance Redressal committee Meeting 15 Dec 2022**

Sl No	Details of Discussion and Decisions	Target Date	Action	Remarks
1.	Decision pending on appeals by students.	NA	.	No grievance /appeals were received/referred to the committee after the previous meeting
2.	Committee decided to meet again depending on the appeals received by it . and also decided to have a meeting in March 2023		All members	

  
Ms Divya B, Assoc. Professor, CSE  
(member)

  
Mr. Jomy Jose ,AP,ASH  
(member)

  
Ms Anitha Babu AP,CE  
(Member)


  
Mr. Rajmul A ,S7 CSE  
(Spl. Invitee )

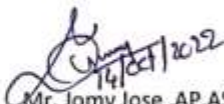
  
Mr (retd) Raju K Kuriakose, HOD, ME  
(Chairman)




**Action taken report Students Grievance Redressal committee Meeting 14 Oct 2022**

Sl No	Details of Discussion and Decisions	Target Date	Action	Remarks
1.	Decision pending on appeals by students.	NA		No grievance /appeals were received/referred to the committee after the previous meeting on 24 May 2022
2.	Committee decided to meet again depending on the appeals received by it . and also decided to have a meeting in Dec 2022		All members	

  
Ms Divya B , Assoc. Professor, CSE  
(member)

  
Mr. Jomy Jose , AP, ASH  
(member)

  
Ms Anitha Babu AP, CE  
(Member)

  
Mr. Rajmul A , S7 CSE  
(Spl. Invitee )

  
Cdr (retd) Raju K Kuriakose, HOD, ME  
(Chairman)



**MINUTES & ACTION TAKEN REPORT OF STUDENT GRIEVANCES REDRESSAL COMMITTEE (AY 21-22)**



Raju K K ME <rajukk@vjec.ac.in>

**GRIEVANCE COMMITTEE REPORT- GRIEVANCE BY KASHMIRI STUDENTS REGARDING SPECIAL FEE**

3 messages

Raju K K ME <rajukk@vjec.ac.in>

Fri, May 27, 2022 at 3:50 PM

To: Dr Benny Joseph <bennyjoseph@vjec.ac.in>, Manager <manager@vjec.ac.in>, Bursar <bursar@vjec.ac.in>, Office VJEC <office@vjec.ac.in>, Josteen J Puthumana <josteen@vjec.ac.in>

Cc: Anitha Babu <anithababu@vjec.ac.in>, Jomy Jose <jomyjose@vjec.ac.in>, Divya B CSE <divyab@vjec.ac.in>

Sir,  
Report on Grievance submitted Mr ILIYAS FAYAS(LVML18CE069),MR UMER FAROOQ (LVML18CE082) AND MR. JAVID ACHMED KAHN(LVML18CE080) regarding special fee payment demand is attached for your perusal and necessary action psc.  
It is requested that recommendations and decisions may be communicated to students concerned.

**Signed hard copy is being forwarded separately**

--  
Regards....

Cdr Raju K Kuriakose (retd)  
HOD  
Department of Mechanical Engineering  
Vimal Jyothi Engineering College,  
Chemperi,Kannur  
Kerala- 670632  
9447954048  
04602212240

8 attachments



Encl-V.jpg  
230K



REPORT BY STUDENTS GRIVENCE AND APPEALS COMMITTEE.pdf  
95K



## MEETING GRIEVANCE COMMITTEE-GRIEVANCE RECEIVED FROM KASMIRI STUDENTS ADMITTED UNDER PMSS SCHEME

Raju K K ME <rajukk@vjec.ac.in>

To: Jomy Jose <jomyjose@vjec.ac.in>, Anitha Babu <anithababu@vjec.ac.in>, Divya B CSE <divyab@vjec.ac.in>, Josteen J Puthumana <josteen@vjec.ac.in>, "Prof.Biju mathew" <bijupmathews@vjec.ac.in>  
Cc: Dr Benny Joseph <bennyjoseph@vjec.ac.in>, Manager <manager@vjec.ac.in>

Mon, May 23, 2022 at 11:46 AM

Dear all,

A grievance was received from S8CE Students who joined under the PMSS scheme. Based on their letter a request was sent to management and the response was received on 16 MAY 2022. .A meeting of grievance committee is scheduled on 24 May 2022 at 9.30 AM at HOD, ME cabin

You are requested to attend the same.

HOD CE is requested to direct the students to the meeting.

Office Supdt , VJEC is also requested to be present .

Details attached

--

Regards....

Cdr Raju K Kuriakose (retd)  
HOD  
Department of Mechanical Engineering  
Vimal Jyothi Engineering College,  
Chemperi, Kannur  
Kerala- 670632  
9447954048  
04602212240

5 attachments



grievance AICTE reply.jpg  
230K



Grivence by Students.pdf  
49K

Methodology 21\_22.pdf  
197K

Advertisement (2).pdf  
657K

Pmsss Payment Special Fee.pdf



**REPORT BY STUDENTS GRIVENCE AND APPEALS COMMITTEE**

**ON**  
**GRIVENCE SUBMITTED BY Mr ILIYAS FAYAS(LVML18CE079),MR UMER FAROOQ(LVML18CE082)**  
**AND MR. JAVID ACHMED KAHN(LVML0CE080)**

1. Refer to :-

(b) Grievance submitted Mr ILIYAS FAYAS(LVML18CE069),MR UMER FAROOQ (LVML18CE082)  
AND MR. JAVID ACHMED KAHN(LVML0CE080) (enclosure-I)

2.. Mr ILIYAS FAYAS(LVML18CE069),MR UMER FAROOQ (LVML18CE082) AND MR. JAVID  
ACHMED KAHN(LVML0CE080) are students from Kashmir joined the college under Special  
scholarship scheme for the students of union territories of Jammu & Kashmir.

3. As per Special scholarship scheme (enclosure-II and III) Students fee ( upto Rs 1,25000 00) is paid  
s Scholarship directly to the Institution as per claim or as per rate fixed by respective State Fee  
regulatory Authority or as fixed by any Regulatory Authority appointed by the Government, whichever  
is less and within the overall ceiling fixed for the course

4. Students in their grievance has reported that college accounts office is asking them to pay Rs  
10000.00 /per year as additional fee . They conveyed that college need to collect the fee from  
AICTE and students are not responsible to pay any college fee.

5. Grievance committee has requested clarification from the management regarding the case and  
management has clarified that the total fee per student per year is Rs 85000.00 out of which 75000.00  
is tuition fee and 10,000.00 is special fee. College has claimed for Rs 85000.00 per student from  
AICTE, however AICTE has approved/cleared Rs 75000.00 only.(enclosure-IV) It seems that Accounts  
office has made demand for payment Rs 10000.00 (difference)from students.

6. Students have reported that they have sent a grievance to AICTE regarding the payment demand  
from college and AICTE has clarified that the college should take up claim with AICTE (enclosure V)

7. Manager VJEC has conveyed by letter no. nil dated 16 May 2022 that matter will be taken up with  
AICTE once again to get the balance payment of Rs 10000.00 per student. (enclosure VI)

5. A meeting of the Student Grievance Redressal Committee (SGRC) was convened at 9.45 am PM on  
24 May 2022. The matter was discussed with students again and they reiterated that they are not  
responsible to make any fee payment to the college and fee to be claimed by the college directly from  
AICTE and students are not party to these transactions .They also stated that no such demand for  
payment from students was made from college during their 3<sup>rd</sup> and 4<sup>th</sup> semester. However, College has  
demanded the payment only from 5<sup>th</sup> semester onwards. (enclosure VII)

Students also claimed that maintenance fee Rs 40000.00 was not claimed by the college from  
AICTE in the year 2021 and they lost the money due to negligence from the part of college office. They  
further stated that the grant given to them is just sufficient for their hostel/mess expenditure.





**Findings :-**

6. Based on the available information and discussion with various parties following are the findings of the committee:-

- (a) Fees per student need to be claimed by the college directly from AICTE.
- (b) In AY 2019-20 AICTE has made payment of Rs 75000.00 against a claim of Rs 80000.00 per student.
- (b) There is no obligation from students to make any payment unless there is some agreement or contract by the college with students joined under such scheme at the time of joining.
- (c) No such demand was made by the college from the students during their III<sup>rd</sup> and IV<sup>th</sup> semester
- (d) Timely corrective action to claim the balance amount from AICTE was not initiated from the college. pProof such communication was not made available)
- (e) The case was directly raised to grievance committee instead of raising the complaint at department level and other levels where it should have been resolved with prudence. (Proof of such action is missing).

**Recommendations :-**

Based on the above, following recommendations are made:-

- (a) Balance fee may be claimed by the college from AICTE.
- (b) If AICTE is not paying the legally approved fee, legal recourse to collect fee from AICTE may initiated.
- (c) If any legal contract exist between student admitted under special scheme and college to collect such any fees, same may be collected from students, otherwise demand for fee may be not made to such students.
- (d) If college is not in agreement with the fee paid by AICTE same may be communicated to AICTE at the earliest.
- (e) Resolution of such dispute may be tried at Principal/accounts level before sending the case to Grievance committee.
- (f) Since students involved are from other states and under Central government scholarship scheme, such issues need to be treated delicately and diplomatically by all concerned.

Mr. Jomy Jose AP, ASH  
Member

Ms Divya B, CSE  
Member

Ms Anitha Babu, AP, CE  
Member

Dr (retd) Raju K Kuriaakose,  
Chairman

Chemperi  
27 May 2022

Action taken report Students Grievance and Appeals committee Meeting 24 MAY 2022				
SI No	Details of Discussion and Decisions	Target Date	Action	Remarks
1.	<p>A meeting of the Student Grievance Redressal Committee (SGRC) was convened at 9.45 am PM on 24 May 2022 to discuss grievance submitted Mr ILIYAS FAYAS(LVML18CE069),MR UMER FAROOQ (LVML18CE082) AND MR. JAVID ACHMED KAHN(LVML0CE080).Students in their grievance has reported that college accounts office is asking them to pay Rs 10000.00 /per year as additional fee . They conveyed that college need to collect the fee from AICTE and students are not responsible to pay any college fee as they have joined college under Special scholarship scheme for the students of union territories of Jammu &amp; Kashmir of Government of India</p> <p><b>Findings:-</b> Based on the available information and discussion with various parties following are the findings of the committee:-</p> <p>(a) Fees per student need to be claimed by the college directly from AICTE.</p> <p>(b) In AY 2019-20 AICTE has made payment of Rs 75000.00 against a claim of Rs 80000.00 per student.</p> <p>(b) There is no obligation from students to make any payment unless there is some agreement or contract by the college with students joined under such scheme at the time of joining.</p> <p>(c) No such demand was made by the college from the students during their III<sup>rd</sup> and IV<sup>th</sup> semester</p> <p>(d) Timely corrective action to claim the balance amount from AICTE was not initiated from the college. pProof such communication was not made available)</p> <p>(e) The case was directly raised to grievance committee instead of raising the complaint at department level and other levels where it should have been resolved with prudence. (Proof of such action is missing).</p>	NA	The Principal	Decision communicated to The Principal





**Decision/Recommendations :-**

Based on the above, following recommendations are made:-

- (a) Balance fee may be claimed by the college from AICTE.
- (b) If AICTE is not paying the legally approved fee, legal recourse to collect fee from AICTE may initiated.
- (c) If any legal contract exist between student admitted under special scheme and college to collect such any fees, same may be collected from students, otherwise demand for fee may be not made to such students.
- (d) If college is not in agreement with the fee paid by AICTE same may be communicated to AICTE at the earliest.
- (e) Resolution of such dispute may be tried at Principal/accounts level before sending the case to Grievance committee.
- (f) Since students involved are from other states and under Central government scholarship scheme, such issues need to be treated delicately and diplomatically by all concerned.

Ms Divya B,CSE,AP,MS

Mr. Jomy Jose ,AP,

Ms Anitha Baba AP,CE

Cdr(retd) Raju Kuriakose  
Chairman,



**VIMAL JYOTHI**  
ENGINEERING COLLEGE

(Affiliated to APJ Abdul Kalam Technological University)  
Jyothi Nagar, Chemperi, Kannur, Kerala – 670 632  
www.vjec.ac.in

NAAC Cycle 2

Criterion: 5  
Sub Criteria 5.1.4

**Vimal Jyothi**  
Engineering College Chemperi

Raju K K ME <rajukk@vjec.ac.in>

## VJEC GRIVANCE COMMITEE MEETING @12.45 PM TODAY (31/08/2021)

1 message

Raju K K ME <rajukk@vjec.ac.in>

Tue, Aug 31, 2021 at 10:48 AM

To: Jomy Jose <jomyjose@vjec.ac.in>, Anitha Babu <anithababu@vjec.ac.in>, Divya B CSE <divyab@vjec.ac.in>

Dear all,

Grievance committee meeting will be held online today at 12.45 pm to discuss grievance by 02 S2ECE students. Details have been forwarded to you.

kindly use the link below to join:-

VJEC GRIEVANCE COMMITTEE MEETING@12:45 PM ON 31 AUG 2021

Tuesday, August 31 - 12:45 – 1:45pm

Google Meet joining info

Video call link: <https://meet.google.com/opi-ydkw-pdy>

Or dial: (US) +1 281-408-2862 PIN: 979 034 186#

Regards....

Cdr Raju K Kuriakose (retd)

HOD

Department of Mechanical Engineering

Vimal Jyothi Engineering College,

Chemperi, Kannur

Kerala- 670632

9447954048

04602212240

**REPORT BY STUDENTS GRIEVANCE AND APPEALS COMMITTEE**

**ON**

**GRIEVANCE SUBMITTED BY MS AMRUTHENDU K AND MS MEGHANA SUMESH OF S2ECE**

1. Refer to :-

- (a) Proceedings VJ/07 dated 26-02-2021(Encl-1)
- (b) Grievance submitted Ms Amruthendu K of S2 ECE(Encl-2)
- (c) Grievance submitted Ms Meghana Sumesh, S2ECE(Encl-3)

2. Ms Amruthendu K and Ms Meghana Sumesh of S2ECE vide grievances submitted by E mail (both) dated 22 August 2021 to Chairman, Student Grievance Redressal Committee (SGRC) stated that they were awarded zero marks by Prof. George KV for 1<sup>st</sup> internal Examination of MAT102 Vector Calculus, Differential Equation and Transforms. It was alleged that they have copied some answers. They have requested for revaluation of answer scripts and denied they have copied any answers.

3. Chairman has intimated by mail to the students that the case will be taken up after holidays and requested comments from the HOD(ECE), Tutors to find any action taken by the department to resolve the issue. The chairman also has requested clarification from Prof George KV by E-mail. The reply received from HOD, ECE is placed at enclosure-4 and reply received from tutors are placed at enclosure -5&6. HOD(ECE) has reported that he did discuss the matter with Prof George KV and Prof George has agreed for a retest(encl-7).

4. Mr. Adarsh K. S tutor of Ms Amruthendu K has recommended by E-mail(encl-8) for revaluation of Ms Amruthendu's answer scripts. Ms Reema Mathew, tutor of Ms Meghana Sumesh also has recommended by E-mail(encl-9) for revaluation answer scripts.

5. Mr. George KV, Professor (ASH Dept) has clarified by E mail( encl-10) that "Fifty two students appeared for 1<sup>st</sup> internal Examination MAT 102 Vector Calculus Diff. Equation and Transforms. Out of 52 students 43 students have copied answers from somewhere. Out of 43 students 37 students has admitted that they have copied the answers and apologized for the same and 3 students requested for revaluation". He also mailed answer scripts of Ms Amruthendu K (with remark Answer "4 & 9" copy) and Ms Meghana Sumesh(with remark "Answer 13 &14 Copy)". Answer script copies of Ms Amruthendu K and Ms Meghana Sumesh are placed at encl-11 and encl-12 respectively. Additional documents such as marks awarded to S2ECE students (encl-14), apology letters by students (encl-15) and answer scripts of Mr. Gokul Krishnan were also forwarded by Prof George KV.

6.. An online meeting of the Student Grievance Redressal Committee (SGRC) was convened at 12:45 PM on 31 August 2021 in Google meet with joining link: <https://meet.google.com/opi-ydkw-pdy>. All the members were present in the meeting and gone through the answer scripts and remarks by Prof George KV. Both the students and Prof George KV were requested to present their case. Both the students have stated that they did not copy and answered all questions on their own. Professor George KV has reiterated his allegation that both the students(Ms Amruthendu K and Ms Meghana Sumesh )have copied the answers where he has put remarks in the answer scripts. He stated that he has awarded zero marks to students where he was convinced that there was some type of copying. He also stated that all other answers written by the students were not copied and he is ready to give retest in offline mode to students who have apologized. Prof George KV has conveyed that he did not report the alleged malpractice to the Principal or Disciplinary Action committee of VJEC.

7. Because of lack of expertise, committee members could not ascertain/conclude whether the answers in question were copied or not.





8. Google Meet recording of the committee is available at the link :  
[https://drive.google.com/file/d/19wKy4JNaSRPC8kWG\\_-QSIjFRDZigXgW/view?usp=sharing](https://drive.google.com/file/d/19wKy4JNaSRPC8kWG_-QSIjFRDZigXgW/view?usp=sharing).

**9. Findings:-**

- Ms Amruthendu K and Ms Meghana Sumesh has stated categorically that they have not copied answers for the 1<sup>st</sup> internal Examination of MAT102 Vector Calculus ,Differential Equation and Transforms.
- Prof George KV has reiterated his allegation that the students have copied some answers for the 1st internal Examination of MAT102 Vector Calculus ,Differential Equation and Transforms.
- Prof George KV has awarded zero marks to students where he was convinced that there was some type of copying and is ready to give .
- The committee could not ascertain or conclude that Ms Amruthendu K and Ms Meghana Sumesh has copied due to lack expertise in the subject under discussion,
- Prof George KV has not reported any malpractice officially to the principal or Disciplinary Action committee of VJEC.

**9. Recommendations:-**

- Revaluation of answer scripts of Ms Amruthendu K and Ms Meghana Sumesh with respect to 1st internal Examination of MAT102 Vector Calculus ,Differential Equation and Transforms by subject experts/expert committee.
- Faculty may be advised to follow due procedure for reporting malpractice instead of following his own procedures and actions.
- Retest may be considered for all affected students, if considered necessary and appropriate by the principal.
- As online examination is fraught with its own unique difficulties, students may not be penalized unless there is clear and definite proof about any malpractice.

Mr. Jomy Jose AP ,ASH  
Member

Ms Divya B, AP CSE  
Member

Ms Anitha babu, AP, CE  
Member

Cdr (retd) Raju K Kurakose  
Chairman

Kannur  
02 Sep 2021





**Action taken report Students Grievance and Appeals committee Meeting 31 Aug 2021**

SI No	Details of Discussion and Decisions	Target Date	Action	Remarks
1.	<p>An online meeting of the Committee was held on 31 Aug 2021 at 02:45PM ( Google meet with joining link: <a href="https://meet.google.com/opi-ydkw-pdy">https://meet.google.com/opi-ydkw-pdy</a>.) to discuss vgrivances submitted by E mail (both)dated 22August 2021 by Ms Amruthendu K and Ms Meghana Sumesh of S2ECE to Chairman, Student Grievance Redressal Committee (SGRC). They stated that they were awarded zero marks by Prof. George KV for 1<sup>st</sup> internal Examination of MAT102 Vector Calculus ,Differential Equation and Transforms. It was alleged that they have copied some answers. They have requested for reevaluation of answer scripts and denied they have copied any answers.</p> <p>The committee held detailed discussion with all parties involved . Both the students and Prof George KV were requested to present their case. Both the students have stated that they did not copy and answered all questions on their own. Professor George KV has reiterated his allegation that both the students(Ms Amruthendu K and Ms Meghana Sumesh )have copied the answers where he has put remarks in the answer scripts . He a stated that he has awarded zero marks to students where he was convinced that there was some type of copying. He also stated that all other answers written by the students were not copied and he is ready to give retest in offline mode to students who have apologized. Prof George KV has conveyed that he did not report the alleged malpractice to the Principal or Disciplinary Action committee of VJEC</p> <p><b>Findings:- Findings:-</b></p> <p>(a) Ms Amruthendu K and Ms Meghana Sumesh has stated categorically that that they have not copied answers for the 1<sup>st</sup> internal Examination of MAT102 Vector Calculus ,Differential Equation and Transforms.</p> <p>(b) Prof George KV has reiterated his allegation that the students have copied some answers for the 1st internal Examination of MAT102 Vector Calculus ,Differential Equation and Transforms.</p> <p>(c) Prof George KV has awarded zero marks to students where he was convinced that there was some type of copying and is ready to give .</p> <p>(d) The committee could not ascertain or conclude that Ms Amruthendu K and Ms Meghana Sumesh has copied due to lack expertise in the subject under discussion,</p> <p>(e) Prof George KV has not reported any malpractice officially to the principal or Disciplinary Action committee of VJEC.</p>	NA	The Principal	Recommendations /Decision communicated to The Principal



**Decision.** The following recommendations were made to the Principal based on the findings:-

- (a) Revaluation of answer scripts of Ms Amruthendu K and Ms Meghana Sumesh with respect to 1st internal Examination of MAT102 Vector Calculus ,Differential Equation and Transforms by subject experts/expert committee.
- (b) Faculty may be advised to follow due procedure for reporting malpractice instead of following his own procedures and actions.
- (c) Retest may be considered for all affected students, if considered necessary and appropriate by the principal.
- (d) As online examination is fraught with its own unique difficulties, students may not be penalized unless there is clear and definite proof about any malpractice..

Mr. Jomy Jose AP ,ASH  
Member

Ms Divya B, AP CSE  
Member

Cdr (retd) Raju K Kuriakose  
Chairman

Ms Anitha babu, AP,CE  
Member

Kannur  
02 Sep 2021

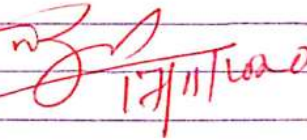


**MINUTES & ACTION TAKEN REPORT OF STUDENT GRIEVANCES  
REDRESSAL COMMITTEE (AY 20-21)**

Meeting Held on 17 November 2020  
(online google meet : gwa.nvvi-wpp)

Agenda: To discuss Complaint by  
NSS student volunteer Secretary Mr AKH/TP  
regarding non-issuance of NSS Certificate

Attended by

1. Cen (retd) Raju K Kriesthore  
Shannon, HOD, ME 
2. Mr Tommy Jose, AP, ME - online
3. Anilka Baby, AP, CSE - online
4. Ms Dwyer B - Absent.





### Report Submitted by the Principal By the grievance and Appeals Committee

As per the directive issued by the Principal by E mail dated 03 Nov 2020 regarding complaint by E mail dated 03 Nov 2020 NSS student volunteer Secretary Mr. Akhil TP with respect to NSS Program officer Mr. Vasudevan M , AP Asah not doing enough for issuing of NSS certificate.

An online meeting of the Committee was held on 17 Nov 2020 at 09:00 AM ( [meet.google.com/gwa-riwi-wpp](https://meet.google.com/gwa-riwi-wpp)) to discuss a complaint filed by NSS volunteer secretary Mr. Akhil TP that NSS certificate are not being issued to the eligible students as there was some procedural delay from the Part of the NSS Program officer( E mail from the Principal Dated 03 Nov 2020 is attached) .The Committee has requested Mr. Akhil TP Student secretary and and Mr. Vasudevan M, AP,ASH-NSS Program officer for attending the Grievance committee meeting.

**Findings:-** NSS program officer has conveyed that there was some delay in uploading the details to NSS Tech cell due to confusion stemmed from changing of the program officer during AY 2019-20. He also conveyed that the responsibility uploading NSS activities is of student secretary and not that of program officer.. He has reported that the matter is now being resolved by discussion with NSS HQ, at Kalamessery. NSS secretary has agreed that he will be going to NSS ,HQ on 19 Nov 2020 to submit all the documents so that NSS volunteers can get the certificates eventually. NSS volunteer secretary has agreed that the issue raised by him stand resolved now.

(Video link of meet at- <https://drive.google.com/file/d/1jpR-R7kchkwe14WJelhGZmnuh4mB8-UJ/view?usp=sharing>)

**Decision.**After due deliberations with Program officer and NSS student secretary the issue is considered to be resolved.

Members of Grievance and appeals Committee:-

Cdr(retd) Raju K Kuriakose ,HOD, Chairman-

Mr. Jomy Jose ,AP,ASH-Member- Online

Ms Anitha Babu AP,CE-Member- Online

Ms Divya B,CSE,AP,ME-Member-



**Action taken report Students Grievance and Appeals committee Meeting 17 Nov 2020**

SI No	Details of Discussion and Decisions	Target Date	Action	Remarks
1.	<p>An online meeting of the Committee was held on 17 Nov 2020 at 09:00 AM (<a href="https://meet.google.com/gwa-rrwi-wpp">meet.google.com/gwa-rrwi-wpp</a>) to discuss a complaint filed by NSS volunteer secretary Mr. Akhil TP that NSS certificate are not being issued to the eligible students as there was some procedural delay from the Part of the NSS Program officer( E mail from the Principal Dated 03 Nov 2020 is attached) .The Committee has requested Mr. Akhil TP Student secretary and and Mr. Vasudevan M, AP,ASH-NSS Program officer for attending the Grievance committee meeting.</p> <p><b>Findings:-</b> NSS program officer has conveyed that there was some delay in uploading the details to NSS Tech cell due to confusion stemmed from changing of the program officer during AY 2019-20. He also conveyed that the responsibility uploading NSS activities is of of student secretary and not that of program officer.. He has reported that the matter is now being resolved by discussion with NSS HQ, at Kalamessery. NSS secretary has agreed that he will be going to NSS ,HQ on 19 Nov 2020 to submit all the documents so that NSS volunteers can get the certificates eventually. NSS volunteer secretary has agreed that the issue raised by him stand resolved now.</p> <p>(Video link of meet at- <a href="https://drive.google.com/file/d/1jpR-R7kchkwe14WJelhGZmnuh4mBB-UJ/view?usp=sharing">https://drive.google.com/file/d/1jpR-R7kchkwe14WJelhGZmnuh4mBB-UJ/view?usp=sharing</a>)</p> <p><b>Decision.</b>After due deliberations with Program officer and NSS student secretary the issue is considered to be resolved</p>	NA	The Principal	Decision may be communicated to The Principal

Cdr(retd) Raju K Kuriakose ,HOD,

Mr. Jomy Jose ,AP,ASH

Ms Divya B,CSE,AP,ME

Ms Aritha,AP,CE



**MINUTES & ACTION TAKEN REPORT OF STUDENT GRIEVANCES REDRESSAL COMMITTEE (AY 19-20)**

Meeting held on 07 November 2019

Agenda:  
To discuss on the decision of enquiry Committee and discipline Committee with reference to the appeal of Mr. Nijil S7 CSE Student

Attended by:

1. Prof. Dr. Vra. Soathappan  
Prof of civil *On leave.*

2. Dr. G. Glan Devadhas  
Prof of AEI *[Signature]*

*7/11/19*

**Report of Grievance and Redressal Committee**

Date: 07.11.2019

With reference to the appellate by Mr. Nijil PT, S7 CSE dated 07.11.2019, the committee had gone through the report submitted by the enquiry committee and the decision taken by the discipline committee. The committee had a face to face enquiry with the appellant. Based on the appellate and the documents related to the case, the committee has observed the following points:

1. The enquiry had been carried out in a fair moment.
2. The scale of punishment varies from person to person even though the degree of crime is same which seems to be an anomaly.

Based on the observation and appellate, the committee recommends allowing the appellant Mr. Nijil PT to appear for the fourth series exam and re-sit exam.

Submitted by:

Dr. G. Glan Devadhas, Professor/AEI *[Signature]*

Dr. D. Anto Sahaya Dhas, Professor/ECE *[Signature]*

*7/11/2019*  
*7/11/2019*





Meeting held on 16 November 2019

Agenda:-

To discuss on the appeal of the Students

1. Mr. Ebin Roy - ST.CSE
2. Mr. Akhil T Jose - ST.CSE
3. Ms. Fathima Shahzadi - ST.CSE and
4. Mr. Davis Sabu - SS.CSE requesting  
for a special Retest.

Attended by:

1. Prsg. Dr. Vra. Sathappan ~~Prsg. Dr. Vra. Sathappan~~  
Prsg. of Civil (Prsg. - Dr. Vra. Sathappan)
2. Dr. G. Glan Devadhas  
Prsg. of AET
3. Dr. D. Amto Sahaya Das  
Prsg. of ECE

**SUBMITTED TO THE PRINCIPAL**

As per the oral instructions of your good self, we have received appeals from

Mr. Ebin Roy – S7 CSE,

Mr. Akhil T Jose – S7 CSE,

Ms. Fathima Shahzadi – S7 CSE and

Mr. Davis Sabu – S5 CSE.

These were the students suspended for their involvement in an indiscipline incident on 28-10-2019 at the college canteen.

Regarding the incident, our college Discipline committee had made a detailed enquiry on the incident, which led to their suspension from the college for a short duration. During this suspension period, they could not appear for the 4<sup>th</sup> internal test exams for a few subjects. Their appeal is requesting permission to appear for a resit exam for the subjects they could not appear due to suspension.

We have gone through the verdict of the Discipline Committee with respect to the above mentioned incident and also saw the recorded footage from the CCTV camera which is located inside the canteen(Camera 10).

Hereby we wish to express our views and suggestions.

We do not have a second thought on the verdict given by the Discipline Committee. We abide to their decision taken.

In the CCTV footage, we could identify a friendly environment through their body language, since we could not identify their conversation due to absence of audio track in the CCTV recording, we could not conclude that an indiscipline activity was going on.

An oral enquiry was done with the appealed students on the reported incident. They expressed their grief for what has happened, and assured that this will not happen again in future.

The 4<sup>th</sup> internal test will decide on the final internal marks in the subject for a student, which will be sent to KTU.

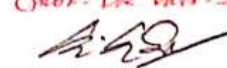
Considering the academics of the student which is tied with the dreams of their parents, we recommend and kindly request the Principal that the students may please be permitted to write a resit examination on the missed subjects due to suspension.

**Members of the Grievance and Appeals Committee of VJEC.**

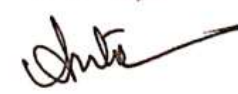
Prof. Dr. Vra. Saathappan - Professor of Civil Engineering -



Dr. G. Glan Devadhas - Professor of Applied Electronics -  
& Instrumentation Engineering

(Prof. Dr. Vra. Saathappan)  


Dr. D. Anto Sahaya Dhas - Professor of Electronics &  
Communication Engineering -





Action taken report Students Grievance and Appeals Committee meeting on 9<sup>th</sup> October 2019

Sl. No.	Details of Discussion and decisions	Target Date	Action	Remarks
1	Decision on pending appeals by students	----	-----	No appeals were received / referred to the committee
2	Committee decided to meet again depending on the appeals received and also decided to have the next meeting by the first week of November 2019	First week of Nov. 2019	All members	

Meeting held on 09 October 2019

Agenda:

Any pending grievances and appeals

Attended by:-

1. Prof. Dr. Vra. Saathoppan  
Prof of Civil

~~WA - Saathoppan~~  
officially  
(Prof - Dr. Vra. Saathoppan)

2. Dr. G. Gnan Devadhas  
Prof of AEI

3. Dr. D. Anto Sahaya Das  
Prof of ECE





Action taken report Students Grievance and Appeals Committee meeting on 5<sup>th</sup> August 2019

Sl. No.	Details of Discussion and decisions	Target Date	Action	Remarks
1	Decision on pending appeals by students	----	-----	No appeals were received / referred to the committee
2	Committee decided to meet again depending on the appeals received and also decided to have the next meeting by the first week of September 2019	First week of Sep. 2019	All members	

Meeting held on 05 August 2019

Agenda:

Any pending grievances and appeal

Attended by:

1. Prof Dr. Vra. Saathappan  
Prof of Civil

~~was - Saathappan~~  
05/8/19  
(Prof. DR. VRA. SAATHAPPAN)

2. Dr. G. Ganu Deodhas  
Prof. of AEI

3. Dr. D. Anto Sahaya Das  
Prof of ECE



**MINUTES & ACTION TAKEN REPORT OF STUDENT GRIEVANCES REDRESSAL COMMITTEE (AY 18-19)**

4/1/19



Action taken report Students Grievance and Appeals Committee meeting on 4<sup>th</sup> January 2019

Sl. No.	Details of Discussion and decisions	Target Date	Action	Remarks
1	Decision on pending appeals by students	-----	-----	No appeals were received / referred to the committee
2	Committee decided to meet again depending on the appeals received and also decided to have the next meeting by the first week of February 2019	First week of Feb. 2019	All members	

Meeting held on 04 January 2019

Agenda:

Any Pending Grievances and Appeals

Attended by:

1. Prof. Dr. Vra. Soathappan  
Prof. of Civil

~~Prof. Dr. Ven. Soathappan~~  
(Prof. Dr. Ven. Soathappan)

2. Dr. G. Ganu Devadhas  
Prof. of AET

3. Dr. D. Anto Sahaya Das  
Prof. of ECE





## **Report Submitted to the PRINCIPAL by the Grievances and Appeals Committee**

### **Source**

A single page hand written letter from Mr. Arun Mathew, third year (S5) 'A' Section student from Mechanical Engineering on 09-10-2018, as per the oral instructions of the Principal.

### **Issue**

Return back the cell phone taken by the class teacher, when it was disturbing the class with a ringing sound.

### **Action**

A three page hand written letter from Mr. Nithin Noble and signed by Mr. Nithin Nobel and Mr. Sivin A Jose of third year (S5) 'A' Section Mechanical Engineering on 17-10-2018, who are the friends of Mr. Arun Mathew.

On 07-11-2018 at 12:10 p.m. we had a oral discussion with the receptionist in the main building who is the custodian of student's cell phone during working hours.

On 12-11-2018 at 10:20 a.m. had a oral discussion with Mr. Justin C Jose, class tutor for S5-'A' section of Mechanical Engineering in the office room of Mechanical Engineering department.

### **Report**

Based on the source letter and discussion on action taken, it is understood that the applicant and his friends are day scholars and have approached the Main building reception to deposit their cell phones on 25<sup>th</sup> of September, Tuesday.

The three cell phones were taken by Mr. Nithin Nobel and Mr. Sivin A Jose without the applicant Mr. Arun Mathew. Since the tray was full, the receptionist has asked to deposit the cell phones in their department. They have approached the reception in the Mechanical department, they refused then they have approached their class tutor, Mr. Justin C Jose, he also refused, saying that it was not allowed to keep the cell phone in the department.

They were directed by him to go back to the main building reception. They went to the main building reception and once again they were turned back to the department. They came back to the department and explained the happenings to their tutor. He has refused to get the mobiles. By this time the college bell for 9:00 a.m. rang and they had to go to their class. They have put the cell in silence mode and and put them in their respective bags.

The second hour was handled by Sr. Jisha C T. During the hour cell phone of Mr. Mr. Arun Mathew started ringing. The cell phone was ceased by the faculty.

### **Suggestion based on Discussions**

The applicant Mr. Arun Mathew says that the cell phone was put in silent mode. When a cell phone is put silent mode, the instrument will not exhibit ringing sound under any circumstances. He says he received a call and so it rang. This cannot be absolutely true. Anyhow, the ringing sound has disturbed the ongoing class.

As per the Mobile policy of VJEC, a ceased instrument cannot be returned to the owner until he completes his course work at VJEC.

If the Mobile policy permits, or on the discretion of the Principal, now the SIM card alone can be given to the applicant and the instrument after he completes his course work at VJEC.




**Further General Suggestions**

In order to avoid such incidents in future, we can add one more tray at the reception to take care of the additional cell phones. At present there are two trays at the reception. There has been no problem with the cell phones of day scholars coming through college bus. The cell phones of day scholars coming through other buses have to be taken care off.

**Members of the Grievances and Appeals Committee**

**Dr. Vra. Saathappan,**  
Professor of Civil Engineering.

-   
(PROF. DR. VRA SAATHAPPAN)

**Dr. G. Glan Devadhas,**  
Professor of Electronics and Instrumentation Engineering.

- 

**Dr. D. Anto Sahaya Dhas,**  
Professor of Electronics and Communication Engineering


- 


Meeting held on 12 November 2018

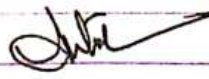
Agenda:

To discuss on the appeal given by Mr. Arun Mathew S5-Mech-'A' Section Student. Requesting Return of his Cell phone.

Attended by:

1. Prof. Dr. Vra. Saathappan - Prof of Civil -   
(PROF. DR. VRA SAATHAPPAN)

2. Dr. G. Glan Devadhas - Prof of AEC - 

3. Dr. D. Anto Sahaya Dhas - Prof of ECE - 

## **2. MINUTES & ACTION TAKEN REPORT OF ANTI-RAGGING COMMITTEE/ANTI- RAGGING SQUAD**

6/13/23, 1:44 AM

Vimal Jyothi Engineering College Mail - Fwd: Anti-ragging Committee



Dr. G. Glan Devadhas AEI <glandeva@vjec.ac.in>

### **Fwd: Anti-ragging Committee**

Dr. G. Glan Devadhas AEI <glandeva@vjec.ac.in>

Tue, Nov 16, 2021 at 5:14 PM

To: "hod@vjec.ac.in" <hod@vjec.ac.in>, Divya B <divyab@vjec.ac.in>, "Appu C. Kurian ME" <appu.kurian@vjec.ac.in>, reshmakv@vjec.ac.in, Prabin James Eee <prabinjesus@vjec.ac.in>, Jerrin Yomas <jerrinyomas@vjec.ac.in>, Ammu Jose Ash <ammujose@vjec.ac.in>

Cc: Dr Benny Joseph <bennyjoseph@vjec.ac.in>, Assistant manager <asstmanager@vjec.ac.in>, Bursar <bursar@vjec.ac.in>, Chairman <chairman@vjec.ac.in>, Fr Jinu <jinuachan@vjec.ac.in>, "Fr. Jins" <santhome@vjec.ac.in>, Josteen J Puthumana <josteen@vjec.ac.in>, "K.J.Sebastian Puthenpura" <sebastianputhenpura@vjec.ac.in>, Manager <manager@vjec.ac.in>, Office VJEC <office@vjec.ac.in>, Wardens <warden@vjec.ac.in>

Dear Sir/Ma'am

It is planned to conduct the anti-ragging committee meeting on 17/11/2021 at 10.00 am in the board room. All the HODS and committee members are requested to attend the meeting. The meeting will be presided over by the Principal.

Agenda :

- To review the measures of Anti-ragging activities on the campus
- Discussion on creating awareness about anti-ragging among students.
- Discussion on filling the anti-ragging undertaking form.
- Add/ remove students members from the departments.
- Any other relevant topics.

Thank You

[Quoted text hidden]

--

With Regards

Dr.G Glan Devadhas  
Professor & Vice Principal  
Vimal Jyothi Engineering College  
Chemperi, Kannur District  
Kerala,INDIA.PIN 670632  
9894896257



**VIMAL JYOTHI**  
ENGINEERING COLLEGE

(Affiliated to APJ Abdul Kalam Technological University)  
Jyothi Nagar, Chemperi, Kannur, Kerala – 670 632  
www.vjec.ac.in

NAAC Cycle 2

Criterion: 5  
Sub Criteria 5.1.4

6/13/23, 1:41 AM

Vimal Jyothi Engineering College Mail - Minutes and Action Taken Report Anti Ragging Committee (Draft)



Dr. G. Glan Devadhas AEI <glandeava@vjec.ac.in>

## Minutes and Action Taken Report Anti Ragging Committee (Draft)

Dr. G. Glan Devadhas AEI <glandeava@vjec.ac.in>  
To: Dr Benny Joseph <bennyjoseph@vjec.ac.in>


Thu, Nov 18, 2021 at 6:33 PM

Dear Sir

The Minutes and action taken report of the Anti Ragging Committee meeting has been attached below.

--

With Regards  
Dr.G Glan Devadhas  
Professor & Vice Principal  
Vimal Jyothi Engineering College  
Chemperi, Kannur District  
Kerala,INDIA,PIN 670632  
9894896257

 Minutes and Action Taken Report Anti Ragging Committee.docx

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<b>Minutes and Action Taken Report– Anti Ragging Committee Meeting 17-11-2021 at 10.00 am in the Board Room</b>				
S.No	Details of Discussions and decisions	Target date	Action	Remarks
1	Creating awareness about anti-ragging among students.		HODS and Tutors	<ul style="list-style-type: none"> <li>It is decided to display AICTE notification on ragging in all the notice boards.</li> <li>Principal asked the HODS and tutors to address the higher semester students about the consequence of ragging</li> <li>All the S3 students are directed to attend the Anti ragging awareness program planned to be conducted by NSS and legal aware ness cell</li> </ul>
2	Anti-Ragging Affidavit		HODs and Tutors	The parents and students of S3 class should fill the anti-ragging affidavit in the prescribed format circulated by the principal.
3	Anti-ragging activities monitoring in the campus		Principal, HODs faculty and staff members, Anti ragging squad	<ul style="list-style-type: none"> <li>Anti-ragging squad for this academic year should be formed.</li> <li>This squad is for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.</li> <li>Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.</li> <li>Principal asked the</li> </ul>


				HOD's for the periodic monitoring in the key places also. <ul style="list-style-type: none"> <li>Principal asked the HODs to alert all the faculty and staff members in the places like canteen, buses, hostels etc. to prevent the incidents.</li> </ul>
4	Add/Remove members			<ul style="list-style-type: none"> <li>The new members are added in the committee.</li> </ul>
5	Other relevant topics.		Maintenance Department	<ul style="list-style-type: none"> <li>All the CCTV should be checked for working. It is suggested to add one CCTV at the hand wash area of canteen.</li> <li>Ensure all the PA systems are in working condition.</li> <li>Make sure some security staff at the canteen at the break times.</li> </ul>

**Members Present**



1. Dr.BennyJoseph, Principal VJEC
2. Dr. G. Glan Devadhas, Vice principal
3. Dr.Biju Mathew, HOD, CE
4. Cdr Raju K Kuriakose HOD, ME
5. Ms.Laly James HOD, EE
6. Dr.D. Anto Sahaya Dhas HOD, EC
7. Dr.Jeethu V. Devasia HOD, CS
8. Ms. Divya B, Associate Professor, CSE Dept
9. Mr. Appu C Kurian, Assistant Professor ME Dept
10. Ms. Reshma K V, Assistant Professor, AEI Dept.
11. Ms. Jerrinyomas, Associate Professor, ECE Dept.

### 3. MINUTES & ACTION TAKEN REPORT OF INTERNAL COMPLAINT COMMITTEE

AY 22-23



**VIMAL JYOTHI**  
ENGINEERING COLLEGE  
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA  
Affiliated to APJ Abdul Kalam Technological University  
Approved by AICTE • ISO 9001:2015 Certified  
Accredited by Institution of Engineers (India), NBA, NAAC



Proceedings VJ/24 08.08.2023


**PROCEEDINGS**


**Sub: Constitution of Internal Complaint Committee**

With reference to the APJ Abdul Kalam Technological University Circular No. KTU/ASST6 (ADMIN)/4474/2021 dated 04.03.2022 the Internal Complaint Committee of our College is constituted as under:-

1. Ms.Divya B, Associate Professor CSE-Presiding Officer
2. Ms.Lekshmy S, AP ECE-Member
3. Ms.Vineethamol Abraham, AP ASH-Member
4. Mr.Josteen J Puthamanna, Welfare Officer-Member
5. Ms.Jancy Joseph, Coach Physical Education-Member
6. Ms.Lidya James, S7 CSE-Member
7. Ms.Aida Thomas, S5 AEI-Member
8. Ms.Vishrupriya, S5 ECE-Member

The Committee will look after the welfare of students of the Institution.

  
Principal  
PRINCIPAL  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI - 670632



Distribution:

1. The Manager
2. The Bursar
3. The Member Concerned
4. All HODs

Ph: 0460 2212240, 2213399 E-mail: office@vjec.ac.in Website: www.vjec.ac.in



Internal Complaints & Committee Meeting

10/4/23  
2:08 PM

Agenda :-

- 1) To conduct women empowerment workshop.
- 2) Review of past committee activities.

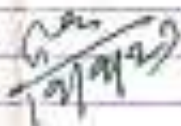
Members present

- 1) Ms. Divya B
- 2) Sudeen S. Pathrose



Minutes of the meeting

- 1) A women empowerment talk is planned to be conducted on 15th April 2023 under the coordination of Women's cell of VJEC.
- 2) International Day for the Elimination of Violence against Women was celebrated with a poster design competition by ACM-W chapter of VJEC.

  
12/4/23



Internal Complaints Committee Meeting

10/8/23

2:00 PM

Agenda:-

- 1) Review of past committee activities.
- 2) Planning of activities for the current academic year.

Members present

- 1) Divya B
- 2) Nancy Joseph
- 3) Vinethanmal Abraham
- 4) Lekshmy S (ECE)
- 5) Lidhya James
- 6) Vishnupriya MP
- 7) Foster J. Puthumana
- 8) Aida Thomas

*(Handwritten signatures of the members listed above)*

Minutes of the Meeting

- 1) Recommended to <sup>conduct a meeting with</sup> all the girl students representatives to sensitize regarding the committee and its functions.
- 2) Decided to arrange a self defence class for the girl students.

*(Handwritten signature and date)*  
29/8/23



## Internal Complaints Committee Meeting

21/9/23

12:15 PM

### Agenda :-

Meeting with girl representatives to sensitize regarding the ICC activities.

### Minutes of the Meeting

The girl representatives of all classes were called for a meeting in the board room. They were sensitized regarding the ~~importance~~ <sup>existence</sup> of ICC <sup>and its</sup> activities. ~~and~~ They were also informed to convey the same to their classmates.



1) Ms. Divya B		
2) Manjima Am Biju	54 CSE-B	
3) Ms. Lekshmy S	A.P ECE	
4) Kailipa James	89 CEE A	
5) Arif Raza Janson	57 ADS	
6) Vithaya Haranath	84 CEE C	
7) Litty Plaxey Xavier	55 ADS	
8) Hissana etc	56 CCD	
9) Adithya E V	53 CEE	
10) Sandra S. Baiju	57 EEE	
11) Vaishna. Geetha	53 CSBS	
12) Ayana PV	57 AET	
13) Aida Thomas	55 AET	
14) Theetha N	55 EEE	
15) Sandhya K.P	51 PSE	
16) Divya Radhakrishnan	53 CSD	
17) Akhina P.V	53 CSCY	
18) Nandana P.V	53 CSE-A	
19) Nandana Sathyanandan	53 CSE-B	
20) Vishnupriya MP	55 ECE	
21) Divina Charanj	55 ECE	
22) Sreelakshmi RV	55 CSG-A	
23) Ananthika Kallodan	55 ECE-B	
24) Ameeetha P Joseph	55 CSE-C	
25) Keerthana Kannan	53 AET	
26) Arani Sujeevan	53 ADS	
27) Gayathiri S	53 CSE-C	
28) Akhina G	51 CSE-D	
29. Veda Sujesh	51 CSE A	
30. Angel Joseph	51 PSE A	
31. Glara Saha	53 ECE	



## Internal Complaints Committee - Meeting

21/11/23

2:00 PM

### Agenda:-

Enquiry regarding complaint from S3 CEA student, Ms. Himaniya Shaji against Mr. Amith Mathew, S3 CEA

### Members present

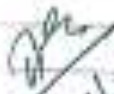
- 1) Divya B
- 2) Suresh Joseph
- 3) Viree Suresh Abrahams
- 4) Jastin J. Pathimaran

  
  
  
21-11-23

The enquiry committee met on 21/11/23 at 2 PM in the board room to discuss and inquire about the complaint received from Ms. Himaniya Shaji (VML22CS112) against Mr. Amith Mathew (VML22CS040).

The committee had conducted a detailed inquiry by calling the students, Ms. Himaniya and Mr. Amith and the witnesses about the incident, Ms. Alphonsa Prince (VML22CS037) and Ms. Parvitha Sony (VML22CS141). Based on the findings of the committee, recommended the following actions,

- 1) Suspension from the college from 22/11/23 till 26/11/23. The suspension will be revoked on 27/11/23.
- 2) Apology letter should be submitted to Ms. Himaniya in the presence of the parent, HoD and the Principal at the time of revoking the sub suspension.

  
21/11/23





## Internal Complaints Committee Meeting

22/11/2022

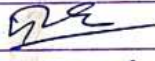


12:15 PM

Board Room

### Agenda

- 1) To conduct sensitization workshops for the staff members to make them aware of Implementation of Women at Workplace (Prevention, Prohibition of Redressal) Act, 2013.
- 2) To observe Discrimination against Women Pakhwada from Nov 25th to 10th Dec, 2022.
- 3) To observe the 25th of November as the International Day for the Elimination of Violence against Women.
- 4)

### Members present

- 1) Benny Joseph 
- 2) Divya B CSE 
3. Josefin J. Pullummen 

### Minutes of the Meeting

- 1) Decided to sensitize the staff members about the Prevention, Prohibition of Redressal Act, 2013 by circulating it through E-mail. official E-mail.
- 2) Decided to circulate posters of International Day for the Elimination of Violence against Women on November 25th.





AY 21-22

Internal Complaints Committee Meeting

16/12/2021 at 1PM  
Board Room

Agenda :-

- 1) Enquiry regarding complaint from SF-CE B students

Minutes of the meeting

The internal complaints committee met on 16/12/2021 at 1PM in the board room to discuss about and enquire about the complaint received from Ms. Afia K (VML18CE004), Ms. Anagha K (VML18CE018), Ms. Anaswara Ramakrishnan (VML18CE024), Ms. Anusree T (VML18CE027), Ms. Binita Sojan (VML18CE033) and Ms. Sneha P (VML18CE063) against the security staff Mr. Tomy.

The committee had conducted a detailed enquiry by calling the students and the security staff in online and offline mode.

Based on the findings of the committee a detailed report will be prepared and forwarded to the Principal for further action.

Members present

1) Ms. Divya B

2. Nancy Joseph

3. Gostien G. Pulthumra

4. Laly James

**AY 20-21**

VJ/ICC/2021/1

### **Internal Complaints Committee Report**

As per the office order No., VJ/12 dated 12/4/2021 we

1. Ms. Divya B
2. Ms. Laly James
3. Ms. Jancy Joseph
4. Mr. Josteen J Puthumana are members of Internal Complaints Committee

On 16/12/2021 the committee had received a complaint (Annexure-1) from S7 CE-B students, Ms. Afra K(VML18CE004), Ms. Anagha K(VML18CE018), Ms. Anaswara Ramakrishnan (VML18CE024), Ms. Anusree T(VML18CE027), Mr. Brils Sojen(VML18CE033) and Ms. Sneha P(VML18CE063) against the security staff Mr. Tomy T T.

#### **Description of the incident**

On 11/12/2021 at 9:30 AM, S7 CE-B students, Ms. Afra K (VML18CE004), Ms. Anagha K (VML18CE018), Ms. Anaswara Ramakrishnan (VML18CE024), Ms. Anusree T (VML18CE027), Mr. Brils Sojen (VML18CE033) and Ms. Sneha P(VML18CE063) had gone to Ulikkal for shopping in an Alto car. They had taken permission from hostels and had shown it at the security post when they left the campus. They had returned to the campus at around 2:30 PM. Mr. Brils was driving the car and Ms. Afra was sitting in the passenger seat at the front. The other four students were in the back seat of the car. When the car reached the main gate, Mr. Tomy T T, the security staff at the main gate, had told these students that "ingane anenkil room eduthal porayirunno?". The students were annoyed hearing the comment and had stopped the car. Mr. Tomy went near the car and said that he had assumed that the passengers were boys.

#### **Observations of the enquiry committee**

Ms. Afra K (VML18CE004), Ms. Anagha K (VML18CE018), Ms. Anaswara Ramakrishnan (VML18CE024), Ms. Anusree T (VML18CE027), Ms. Sneha P (VML18CE063) were called for enquiry on 15/12/2021 at 1:00 PM in the boardroom. The committee members talked to each of these students and they had given the same description of the incident. The committee members enquired with the Alphonsa hostel warden, Sr. Valsamma, whether the girls had taken permission from her. She has verified the same. Ms. Afra and Ms. Anagha had informed the committee that they had similar experiences in the past from the same security staff. Ms. Anagha informed the committee that Mr. Tomy had told her "kudumbathil keranayittille?" when she came back from Vaniyappara after a site visit in relation to academic project work. The committee had interacted with Mr. Brils through phone and he said the same thing as given in the complaint.



Mr. Tomy (Annexure-2) accepted that he had told the defamatory dialogue to the students on 11/12/2021. He saw the girls only when the car stopped. He told them then that he uttered the words because he assumed that the passengers were boys. Mr. Tomy informed the committee that he had seen Brils using the Alto car even though he is a hosteler. He denied any previous instances where he had talked to the students in an indecent manner.

#### Suggestions of the committee

The committee feels that the security staff, Mr. Tomy T T, might have said the dialogue assuming that the passengers were boys. But he still does not have any authority to talk to the students in this manner. The committee is also concerned about whether the security staff had behaved in a similar manner in the past. Also, we have noted that his way of talking is rude even in front of the committee members. So, we recommend issuing a severe warning to Mr. Tomy so that similar instances are not repeated in the future. The committee would also like to recommend behavioural training to the security staff. They should be given proper instructions and guidance regarding their duties and responsibilities so that unnecessary altercations with students can be avoided in the future.

Thanking You,

Yours faithfully,

Chemperi,

17/12/2021

Ms. Divya B

Ms. Laly James

Ms. Jancy Joseph

Mr. Josteen J Puthumana

*Divya*  
17/12/2021

*Laly*  
17/12/2021

*Jancy*  
17/12/21

*Josteen*  
17/12/21



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Approved by AICTE ♦ ISO 9001:2015 Certified  
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**Warning Letter**

To,

Mr. Tomy T.T.

Security

VJEC

S7 സിവിൽ വിഭാഗത്തിൽ പഠിക്കുന്ന ഒരു പെൺകുട്ടിയുടെ പരാതിയുടെ അടിസ്ഥാനത്തിലും, കോളേജിലെ പരാതി അന്വേഷണ കമ്മിറ്റി 17.12.2021ന് സമർപ്പിച്ച റിപ്പോർട്ടിന്റെ അടിസ്ഥാനത്തിലും താങ്കളെ ഇതിനാൽ ഗൗരവമായി ശാസിക്കുകയും, മേലിൽ പെൺകുട്ടികളോട് സംസാരിക്കുമ്പോൾ വളരെ മര്യാദയോടെ സഭ്യമായ ഭാഷ മാത്രമേ ഉപയോഗിക്കാവൂ എന്ന് പ്രത്യേകം നിഷ്കർഷിക്കുകയും ചെയ്യുന്നു. കൂടാതെ വിമൽ ജ്യോതി എൻജിനീയറിംഗ് കോളേജ് അഡ്മിനിസ്ട്രേറ്ററുടെ മേൽനോട്ടത്തിൽ, കോളേജ് വിദ്യാർത്ഥികളുമായി നന്നായി ആശയവിനിമയം നടത്തുന്നതിനുള്ള ഒരു പരിശീലന പരിപാടിയിൽ നിർബന്ധമായി പങ്കെടുക്കേണ്ടതാണ്. 5 ദിവസം നീണ്ടു നിൽക്കുന്ന പ്രസ്തുത പരിശീലന പരിപാടി വിജയകരമായി പൂർത്തിയാക്കിയതിനു ശേഷം മാത്രം നിങ്ങൾക്ക് ജോലിയിൽ തിരികെ പ്രവേശിക്കാവുന്നതാണ്.

മാനേജർ,

വിമൽ ജ്യോതി എൻജിനീയറിംഗ് കോളേജ്

MANAGER

VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI - 670632,  
KANNUR DIST.

12.01.2022



**VIMAL JYOTHI**  
**ENGINEERING COLLEGE**  
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Proceedings VJ/08

14.03.2022

**PROCEEDINGS**

**Sub: Constitution of Internal Complaint Committee**

With reference to the APJ Abdul Kalam Technological University Circular No. KTU/ASST (ACADEMIC)/1589/2019 dated 13.12.2020 the Internal Complaint Committee of our College is constituted as under:-

1. Ms.Divya B, Associate Professor CSE-Convener
2. Ms.Laly James, HOD EEE-Member
3. Mr.Josteen J Puthumana, Welfare Officer-Member
4. Ms.Jancy Joseph, Coach Physical Education-Member
5. Ms.Dhiya Dhanarajan,S7 CE-Member
6. Ms.Abhincy Thomas,S5 CSE-Member
7. Ms.Irene Tressa Cibi,S3 CSE-Member

The Committee will look after the welfare of students of the Institution

**Distribution:**

1. The Manager
2. The Bursar
3. The Member Concerned
4. All HODs

  
Principal  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI - 670632





# VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA

ACCREDITED BY IEL, NBA & NAAC • ISO 9001:2015 CERTIFIED  
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Proceedings VJ/12

12.04.2021

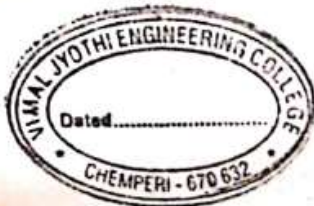
## PROCEEDINGS

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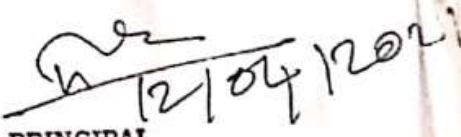
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The Committee will look after the welfare of students of the Institution



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12/04/2021  
PRINCIPAL  
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