

## **5.1 Student Support & Progression**

### **5.1 Student Support**

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

**Annual report of the committee motioning the activities and number of grievances redressed (ATR) to prove timely redressal of the grievances**

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## ANNUAL REPORT OF GRIEVANCE COMMITTEES (GRC/ICC/ARC)

### AY 22-23 –CONSOLIDATED REPORT

Sl No	Details Grievances Received	Date of Receive of Grievances	Grievances Status	Date of Closure of Grievances	Average time for grievance redressal in number of days
1	Complaint forwarded from Principal to ICC regarding misbehaviour towards girl student of S3 CSE	21 <sup>st</sup> Nov 2023	<b>Completed</b> The committee conducted detailed enquiry and found Mr.Amith Mathew has misbehaved with the girl student. Committee recommends for suspension. Discipline Committee issued suspension from 22 <sup>nd</sup> Nov 27 <sup>th</sup> Nov 2023	22 <sup>nd</sup> Nov 2023	2 Days

### AY 21-22 –CONSOLIDATED REPORT

Sl No	Details Grievances Received	Date of Receive of Grievances	Grievances Status	Date of Closure of Grievances	Average time for grievance redressal in number of days
1	Mr. Iliyas Fayas , Mr Ummer Farooq & Mr. Javed Khan of S8 CE who all are from Jammu Kashmir admitted in VJEC under Prime Minister Special Scholarship Scheme were asked to pay the special fee from college account office. Students claimed that the college need to collect fee from AICTE. And such kind of special fee were not collected in the previous semester	16 <sup>th</sup> May 2022	<b>Completed</b> The Grievances Committee recommended that the college office need to claim the amount from AICTE as the college account office is failed show any correspondence from AICTE regarding non approval of additional fee from AICTE	27 <sup>th</sup> May 2022	11 Days
2	Ms. Amruthendu K & Ms Meghna Sumesh of S2 ECE		<b>Completed</b>		

	stated they were awarded zero marks in 1 <sup>st</sup> Internal examination of MAT 102 Vector Calculus by Professor George. It was alleged that they have copied some of the answers. Though they requested for revolution of answer scripts, the faculty denied	22 <sup>nd</sup> August 2021	The Grievances Committee recommended revolution of answer scripts by subject expert/committee. And faculty may be advised to follow due procedure for reporting malpractice instead of following his own procedures	2 <sup>nd</sup> September 2021	12 Days
3	Complaint Received from female students of S8 Civil Department against College Security Mr Tomy regarding offensive/ disrespectful behaviour	11 <sup>TH</sup> Dec 2021	<b>Completed</b> The ICC recommended that the Security Tomy had an offensive way of talking to girls. Also he does not have authority talk like that way. Committee recommends for issue serious warning towards Security. And college management issued a warning letter and direct him Join back to college after attend a one week course regarding behaviour and communication to public	17 <sup>TH</sup> Dec 2021	6 Days

### AY 20-21-CONSOLIDATED REPORT

Sl No	Details Grievances Received	Date of Receive Grievances	Grievances Status	Date of Closure of Grievances	Average time for grievance redressal in number of days
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1	Request for necessary action to issue NSS Certificate from Mr. Akhil T P(NSS Volunteer Secretary) due to irresponsible behaviour from NSS Program officer	3 <sup>rd</sup> Nov 2020	<b>Completed</b>  The issue was happened due to a confusion stemmed due to a change in Program officer for the particular AY. Program officer agreed that he will be going NSS headquarters and issue will be rectified and and NSS Volunteer confirmed that issue raised by him is stand solved	17 <sup>th</sup> Nov 2020	14 Days
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### **AY 19-20–CONSOLIDATED REPORT**

Sl No	Details Grievances Received	Date of Receive of Grievances	Grievances Status	Date of Closure of Grievances	Average time for grievance redressal in number of days
1	Grievance on decision on Enquiry committee & discipline committee from Nijl P (S7 CSE) involved in Issue happened in College Canteen. He requested for attend retest scheduled	07 <sup>th</sup> Nov 2019	<b>Completed.</b> Grievance committee recommended that the enquiry happened in fair way and scale of punishment may varies from person to person. Based on the observation and appellate committee recommends to allow student to attend retest for the sake his academics	08 <sup>th</sup> Nov 2019	1 day
2	Grievance on decision on Enquiry committee & discipline committee from Mr. Ebin Roy, Mr. Akhil T Jose, Ms Fathima (S7 CSE) & Mr Davis Babu involved in Issue happened in College Canteen. They requested for	14 <sup>th</sup> Nov 2019	<b>Completed.</b> Grievance committee recommended that the enquiry happened in fair way and scale of punishment may varies from person to person. Based on the observation and appellate committee recommends to allow student to attend retest for the sake his academics	16 <sup>th</sup> Nov 2019	2 days

attend scheduled	retest				
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### **AY 18-19-CONSOLIDATED REPORT**

Sl No	Details Grievances Received	Date of Receive Grievances	Grievances Status	Date of Closure of Grievances	Average time for grievance redressal in number of days
1	Grievance from Mr. Arun Mathew (S5 ME A) regarding confiscated Mobile Phone by faculty from class room. As per student statement he tried to submit mobile phone at collection tray but the person there is not ready to collect due this he was supposed to carry mobile phone to class	09 <sup>th</sup> Nov 2018	<b>Completed.</b> Grievance committee recommended the as ringing of phone disturbed the continuity of class. The claim regarding phone in silent mode is not acceptable. As per mobile policy of College the phone cannot be returned. But committee recommend to return the sim card. . Also committee recommend to arrange more trays/collection points of mobiles in order to avoid such kind of issues	12 <sup>th</sup> Nov 2018	3 days

## 1. GRIEVANCES RECEIVED & ACTION TAKEN REPORT UNDER STUDENT GRIEVANCES REDRESSAL COMMITTEE

### AY 22-23

NO GREVANCES REPORTED UNDER GRIEVANCES REDRESSAL COMMITTEE

### AY 21-22 –CONSOLIDATED ANNUAL REPORT

Sl No	Details Grievances Received	Date of Receive of Grievances	Grievances Status	Date of Closure of Grievances	Average time for grievance redressal in number of days
1	Mr. Iliyas Fayas , Mr Ummer Farooq & Mr. Javed Khan of S8 CE who all are from Jammu Kashmir admitted in VJEC under Prime Minister Special Scholarship Scheme were asked to pay the special fee from college account office. Students claimed that the college need to collect fee from AICTE. And such kind of special fee were not collected in the previous semester	16 <sup>th</sup> May 2022	<b>Completed</b>  The Grievances Committee recommended that the college office need to claim the amount from AICTE as the college account office is failed show any correspondence from AICTE regarding non approval of additional fee from AICTE	27 <sup>th</sup> May 2022	11 Days
2	Ms. Amruthendu K & Ms Meghna Sumesh of S2 ECE stated they were awarded zero marks in 1 <sup>st</sup> Internal examination of MAT 102 Vector Calculus by Professor George. It was alleged that they have copied some of the answers. Though they requested for revolution of answer scripts, the faculty denied	22 <sup>nd</sup> August 2021	<b>Completed</b>  The Grievances Committee recommended revolution of answer scripts by subject expert/committee. And faculty may be advised to follow due procedure for reporting malpractice instead of following his own procedures	2 <sup>nd</sup> September 2021	12 Days

## 1. GRIEVANCES RECEIVED & ACTION TAKEN REPORT UNDER STUDENT GRIEVANCES REDRESSAL COMMITTEE AY 21-22

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Encl: 1 -1

Grievance dept. vjec.

Respected Sir/madam

We want to say that the college is asking for special fee of Rs 10,000/paper from us. As u know we are here through PMSSS Scholarship Scheme. In this scholarship scheme it is clearly mentioned that the tuition fee, college fee is paid by AICTE by their own without any interference of the student. The student will get a specified amount after every semester for paying their hostel fee & daily expenses.

We the Kashmiri students of vjec has nothing to do with any type of college fee. In this scheme the college fee & college payment is directly operated by AICTE. It is also written in AICTE admission form that AICTE will pay upto 1,15,000 Amount per year. If college has any kind of pending amount they should ask from AICTE not from the student. If the Grievance dept. will take any step & help us that will be your most kindness

1. Iqbal Sayyad (LVML18CE07A) Only
2. UMAR FAROOQ (LVML18CE001) Sir
3. Farid Ahmad 110

**INDIA COUNCIL FOR TECHNICAL EDUCATION**  
(Ministry of Education, Government of India)  
Nelson Mandela Marg, Vasant Kunj, New Delhi-110 070  
Ph. No.: 011-29581007, 29581043 Website: www.aicte-india.org

**SCHOLARSHIP SCHEME (SSS) FOR THE STUDENTS OF UTs OF J&K AND LADAKH : ONLINE REGISTRATION- ACADEMIC YEAR 2021-22 FOR 10+2 STUDENTS.**

Registration for Academic Session 2021-22 under SSS J&K and Ladakh is opened w.e.f. 6<sup>th</sup> September, 2021 for 10+2 students. The details regarding criteria, courses and financial help are given below

Eligibility	Courses/ Stream	Academic fee payable to the institution (per annum)	Maintenance Allowance limits (payable to the students)	Registration Schedule
10+2 passed &K Board or BSE from J&K) Passed in the Academic Years 2019-20 & 2020-21 only	General Degree	Upto Rs. 30,000/-	Not exceeding Rs. 1.00 Lakh per annum (in Ten equal instalments to meet hostel, mess, books, stationery & other incidentals)	06.09.21 To 15.09.21
	Professional (Engg./Nursing/Pharmacy/Hotel Management/Architecture etc.)	Upto Rs. 1.25 Lakh	Fresh students admitted in the academic session 2021-22 will be paid maintenance allowance from the date of joining the institute. If the student is studying through online mode from J&K/Ladakh, will be paid Rs. 20,000/- per semester. The students who stays actually in the hostel/PG will be paid on the basis of certification by the Principal of College/Institute.	
	Medical/BDS or equivalent	Upto Rs. 3.00 Lakh.		

Students are required to visit nearest Facilitation Centre only for Registration.  
For Documents Verification please visit nearest Facilitation cum Verification Centre w.e.f. from 10.09.21 onwards. List of Facilitation / Verification Centres is available on AICTE JK-PMSSS Website  
For registration refer link <http://www.aicte-jk-scholarship-gov.in> and the detailed information about the scheme guidelines may be seen at AICTE website <https://www.aicte-india.org/bureaus/jk/2021>. For updates and Calendar of Events, you may also visit AICTE website regularly.  
For any query please send email on [jkadmission2021@aicte-india.org](mailto:jkadmission2021@aicte-india.org)

No.: J&K Cell/09(02)/2021 MEMBER SECRETARY, AICTE  
AICTE\_English\_12cm x 19cm\_03.09.2021

**अखिल भारतीय तकनीकी शिक्षा परिषद्**  
(शिक्षा मंत्रालय, भारत सरकार)  
नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110 070  
फोन: 011-29581007, 29581043 वेबसाइट: www.aicte-india.org

जम्मू एवं कश्मीर तथा लद्दाख संपन्न राज्यों के विद्यार्थियों के लिए विशेष छात्रवृत्ति योजना (एसएसएस) 10+2 (नारहवीं) कक्षा के विद्यार्थियों के लिए शैक्षणिक वर्ष 2021-22 हेतु ऑनलाइन पंजीकरण।

जम्मू और कश्मीर एवं लद्दाख के विद्यार्थियों के लिए विशेष छात्रवृत्ति योजना (एसएसएस) के अंतर्गत शैक्षणिक सत्र 2021-22 में 10+2 विद्यार्थियों के लिए ऑनलाइन पंजीकरण दिनांक 06 सितंबर, 2021 से आरम्भ हो रहा है। पाठ्यक्रम और वित्तीय सहायता के सन्दर्भ में विवरण नीचे दिया गया है -

पाठ्यक्रम	पाठ्यक्रम/ विभाग	संस्थान को देय शैक्षणिक शुल्क (प्रति वर्ष)	अनुसूचना भत्ता सीमा (छात्रों को देय)	पंजीकरण विवरण
केवल शैक्षणिक वर्ष 2019-20 एवं 2020-21 में 10+2 (बारहवीं) कक्षा (जम्मू एवं कश्मीर राज्य में शिक्षित किसी जम्मू एवं कश्मीर बोर्ड के अथवा सीटीएससी बोर्ड जम्मू एवं कश्मीर के स्कूल से) उत्तीर्ण विद्यार्थी	सामान्य डिग्री	₹. 30,000 / - तक	शैक्षणिक सत्र 2021-22 में मर्जी हुए गए छात्रों को संस्थान में शामिल होने की तारीख से	दिनांक 06.09.2021 से 15.09.2021 तक
	व्यावसायिक (इंजीनियरिंग/नर्सिंग/भूषण/आर्य समाज/सोशल प्रबंधन/मास्टरकला आदि)	₹. 1.25 लाख तक	रक्षरक्षा भत्ता का भुगतान (आवासा, मेष, किनार स्टेशनरी और अन्य आवश्यकताओं का पूरा करने के लिए एक समान क्रिस्त में) करण 1.00 लाख प्रतिवर्ष से अधिक नहीं किया जाएगा। यदि छात्र जम्मू-कश्मीर/लद्दाख से ऑनलाइन मोड के माध्यम से अध्ययन कर रहा है, तो उसे 20,000/- रुपये प्रति सेमेस्टर का भुगतान किया जाएगा। छात्रावास/पीजी में वास्तविक रूप से रहने वाले छात्रों को कॉलेज/संस्थान के प्राचार्य द्वारा प्रमाणिकरण के आधार पर भुगतान किया जाएगा।	
	चिकित्सा (मेडिकल)/बीटीएस अथवा समकक्ष	₹. 3.00 लाख तक		

विद्यार्थियों को केवल पंजीकरण हेतु निकटतम सुविधा केंद्र पर जाने की आवश्यकता है। दस्तावेजों के सत्यापन के लिए कृपया दिनांक 10.09.2021 से निकटतम सुविधा केंद्र पर जाएं। सुविधा/सत्यापन केंद्रों की सूची अमाताशिव, जम्मू एवं कश्मीर-प्रधानमंत्री विशेष छात्रवृत्ति योजना की वेबसाइट पर उपलब्ध है। पंजीकरण के लिए सक्षित लिंक <http://www.aicte-jk-scholarship-gov.in> और योजना सक्षी दिशा निर्देशों के बारे में विस्तृत जानकारी के लिए अमाताशिव की वेबसाइट <https://www.aicte-india.org/bureaus/jk/2021> देखें। किसी भी अवसर जानकारी और कायमों के कंसल्टर हेतु आपनिश्चित रूप से अमाताशिव की वेबसाइट देखते रहें। किसी भी प्रश्न के लिए कृपया [jkadmission2021@aicte-india.org](mailto:jkadmission2021@aicte-india.org) पर ईमेल भेजें।

विज्ञापन सं.: जम्मू और कश्मीर प्रकोष्ठ/09(02)/2021 राक्षस सचिव, अमाताशिव  
AICTE Hindi 12cm x 19cm 03.09.2021



**Government of India**  
**Ministry of Education**  
**Department of Higher Education**  
**(Scholarship Division)**

**SPECIAL SCHOLARSHIP SCHEME FOR THE STUDENTS OF UNION TERRITORIES  
 OF JAMMU & KASHMIR AND LADAKH DURING ACADEMIC YEAR 2021-22**

**1. BACKGROUND**

An Expert Group was constituted by the Prime Minister on 18<sup>th</sup> August, 2010 in the context of enhancing employment opportunities among youths of Jammu & Kashmir (now, UTs of Jammu & Kashmir and Ladakh) to formulate job plan involving public and private sectors. Among the key recommendations of the Expert Group, one was to offer 5000 fresh scholarships per annum to encourage the youth of J & K to pursue higher studies outside the State of J&K. The proposal arises out of the identified strategy of a human resource development initiative focused on improving skill set through improving access to education.

**2. OBJECTIVE**

To provide academic fee (tuition and other admissible fee) and maintenance allowance (to bear expenses on account of hostel & mess fee, cost of books and other incidental charges) to students belonging to Jammu & Kashmir and Ladakh who, after passing Class XII or equivalent examination, secure admission in Government colleges/institutions and other select institutions outside the UTs of Jammu & Kashmir and Ladakh through AICTE's counselling process under the supernumerary quota created by the Government except in medical courses. Scheme was launched in the year 2011 and modified from time to time to make the scheme student friendly. The scheme also envisages to build capacities of the youth of J&K and Ladakh to enable them to compete with their peers in the national mainstream.

**3. SCOPE**

Under the scheme 5000 fresh scholarships are available per annum. Out of these, 2070 scholarships are for General Degree Courses, 2830 for Professional/Engineering courses and 100 for Medical Courses. The number of scholarships for engineering and medical studies would be kept flexible, subject to the ceiling of 5000 fresh scholarships per annum and subject to the savings accruing from any shortfall in the number of students opting for general degree courses.

**4. RATE OF SCHOLARSHIPS, ACADEMIC FEE & MAINTENANCE ALLOWANCE:**

Stream	Number of Scholarships	Academic Fee (Upper limit)	Maintenance Charges (Fixed)
<b>General Degree</b>	<b>2070</b>	Rs.30,000/-	Rs.1.00 Lakh*
<b>Professional/Engineering/Nursing/Pharmacy/ B. Architecture/HMCT Degree</b>	<b>2830</b>	Rs.1.25 Lakh	
<b>Medical Degree - MBBS/ BDS/ BAMS/BHMS</b>	<b>100</b>	Rs.3.00 Lakh	
<b>Total No. of Scholarships</b>	<b>5000</b>		

\*Not exceeding Rs.1.00 Lakh per annum (in Ten equal instalments to meet hostel, mess, books, stationery & other incidentals) Fresh students admitted in the academic session 2021-22 will be paid maintenance allowance from the date of joining the institute. If the student is studying through online mode from J&K/Ladakh, will be paid Rs20,000/- per semester. The students who stays actually in the hostel/PG will be paid on the basis of certification by the Principal of College/Institute.

Flexibility for deciding fees to be reimbursed for certain courses rests with the Inter-Ministerial

**REBURSEMENT OF SCHOLARSHIP:**

Scholarship towards academic fee will be paid 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. All the Institutions may note that upper ceiling of Academic Fee inclusive of all admissible components taken together is Rs. 1,25,000/- for Professional / Engineering Stream; Rs. 30,000/- for General Stream and Rs. 3,00,000 for Medical Stream. Even if the total fee of institute is more than the ceiling, neither AICTE shall reimburse extra amount nor institute can charge the same from the students.

- ❖ The fixed maintenance allowance Rs. 1.00 lakh per annum for all streams will be paid to the bank account of the student through DBT using PFMS gateway. Maintenance Allowance during first year will be released in 9(nine) instalments, first instalment of which will be of Rs. 20,000/- and subsequent 8 monthly instalments will be of Rs. 10,000/- each.
- ❖ From 2<sup>nd</sup> year onwards fixed maintenance allowance of Rs. 1.00 lakh per beneficiary will be paid in 10 monthly instalments of Rs.10,000/- each.

**6. ELIGIBILITY:**

- ❖ Candidates should be domicile of Union Territories of Jammu & Kashmir and Ladakh.
- ❖ Students must have passed 12<sup>th</sup> examination from JKBOSE or CBSE affiliated schools located in UTs of J&K and Ladakh.
- ❖ Having family income of Rs. 8.00 Lakh or less per annum.
- ❖ Candidates who want to take admission under Lateral Entry Scheme have to pass Diploma in Engineering from the Polytechnic Institutes recognised by Directorate of Technical Education(DTE), J&K and Ladakh.
- ❖ Candidates are compulsorily required to apply on-line on the AICTE web-portal.
- ❖ Admission under Lateral Entry Scheme will be subject to allocation of seats / vacant seats of the preceding year in Engineering Stream only.
- ❖ Merit list will be prepared for HSC and Lateral Entry students and the same will be displayed on AICTE portal for conduction of on-line counselling for final allotment of seats in colleges to eligible candidate's subject to choice filling/availability of scholarships.

**7. EXCLUSIONS:****Categories of Candidates NOT eligible under the SSSJ&K:**

- a. Candidates pursuing courses through Open Universities.
- b. Student availing benefit of any other scholarship Scheme.
- c. Candidates gaining admission through 'Management Quota'.
- d. Candidates pursuing Diploma course.
- e. Candidates pursuing Post Graduate level studies, in any discipline.
- f. Candidates having family income over Rs. 8.00 Lakh per annum.
- g. Not applied through online registration in the AICTE Portal.
- h. Taking admission in the Colleges other than the prescribed colleges given in AICTE Portal.
- i. Admission through Agents / NGOs.

**RESERVATION POLICY (As per J&K Government):**

The reservation norms as prescribed by the UT of J&K (subject to change, as informed by UT of Ladakh) in respect of SC, ST and Socially and Economically Backward Classes (SEBC) will be followed for providing scholarship under the Scheme. The break-up is given below: -

- a) SC – 8%
- b) ST – 10%
- c) **Socially and Economically backward classes (other than Scheduled Castes and Scheduled Tribes – 22%:**

(i) Weak & under privileged classes/social caste (OCS)	4%
(ii) Resident of backward area (RBA)	10%
(iii) Resident of areas adjoining actual line of control (ALC)/ International Border (B)	4%
(iv) Pahari Speaking People	4%
- d) **Economically Weaker Sections (EWS)** 10%\*

(\*10% EWS quota has been included in Open / General Category as the maximum family income ceiling under the Scheme is Rs. 8,00,000/- or less).

Note: 4% Horizontal reservation is provided for Physically Handicapped (PwD: (Disability above 40% as per Central Government Norms).

**9. INSTITUTES / COLLEGES PARTICIPATING:**

- ❖ Admission will be offered to the candidates from a selected pool of well performing institutions / colleges / universities, which are recognized by AICTE or approved by UGC under Section 12(B) or respective Regulatory Bodies of Government of India only, which are fulfilling following criteria:
- ❖ All NAAC Accredited (for General Stream Programme)/Delhi University Colleges/All Central Universities, All NBA accredited/ NIRF (up to the rank of 300)/ Government Institutions / Colleges having hostel facilities and any other good institution identified in advance and listed with the prior approval of Chairman, AICTE.
- ❖ Admissions in B.Sc.(Nursing) Programme will be given only in Government Nursing Institutions as per the list provided by the Indian Nursing Council, New Delhi.
- ❖ Hostel facility criteria is to be relaxed for General Stream courses or any other quality institution located in Delhi, Mumbai, Bangalore, Pune and Hyderabad etc.
- ❖ Chairman, AICTE is authorized to take final decision and relax conditions, if any.

**10. ADMISSION IN IITs/ NITs AND OTHER INSTITUTIONS OF NATIONAL IMPORTANCE:**

- ❖ Aspirants desiring to take admission through JEE Mains/JEE Advance in IITs, NITs, IISc, IISER and Centrally Funded Institutions with National Importance may be considered, if student participates in online counselling by filling their JEE Mains/JEE Advance roll numbers with respective admit card and result and wherever SSSJ&K quota is not available.
- ❖ All Medical aspirants seeking admission in BDS/MBBS streams are required to appear in NEET examinations and get qualified for admission. However, they should initially register on AICTE portal by submitting their complete details including NEET roll number and get their documents verified by Facilitation Centre as per the procedure. After securing their admission to college through NEET counselling, they are required to upload their allotment letter along with NEET score card and joining report to become eligible subject to availability of scholarship.
- ❖ It is decided by the Dental Council of India vide letter No.DE-14-AC-Academic-MDC-2021/1099 dated 23<sup>rd</sup> July, 2021 that all Private Dental Colleges under its umbrella will not admit more than 5(Five) students per institution under Prime Minister's Special Scholarship Scheme with effect from academic session 2021-22. The copy of the letter is available on the portal of AICTE for information of stakeholders.

Admission to Architecture course through AICTE portal would be confirmed after uploading their JATA result and admit card.

Aspirants seeking admission in Integrated Law Course (B.A.LLB) are required to qualify CLAT and their admission to law course through AICTE portal would be confirmed after uploading their CLAT result and admit card. Admission in the law course in **National Law Schools** will be considered.

### 11. DURATION OF SCHOLARSHIPS

The scholarships granted under the scheme are renewed in subsequent classes subject to good conduct and maintenance of attendance as prescribed by the respective institution. Students failing to get promoted to the next class / level would get the scholarship in the following year subject to the condition that if the student fails again for the second time, then he / she would forfeit the scholarship and the scholarship would not be renewed for the subsequent years. If a scholar unable to appear in the annual examination owing to illness and / or on account of any unforeseen incident, the scholarship may be renewed for the next academic year on submission of medical certificate and other proof to satisfy the Head of the Institution who will also certify the same. Scholarship will not be paid twice for the same year of study.

### 12. ONLINE ADMISSION PROCESS:

#### A. Admission under 10+2 Scheme and through Lateral Entry

Candidates who have passed 10+2 examination from JKBOSE or CBSE affiliated schools / passed Diploma in Engineering from Polytechnics approved by Directorate of Technical Education, Govt. of J&K, located in UTs of J&K and Ladakh in the **academic year 2019-20 and 2020-21** can only submit their application on AICTE Portal for registration of the scheme. Candidates are advised to fill exact particulars as furnished at the time of registration for class 10+2 examination. Candidates whose credentials do not match with the particulars available in AICTE-portal will not be able to register online. On successful registration, eligible candidates will be issued username and password to fill online form on AICTE Portal. The UTs of J&K and Ladakh through various Facilitation Centres, assist the students in submission of online application and verification of the following original documents to ascertain their eligibility under the Scheme:

- (i) Certificate of domicile of the State of Jammu & Kashmir
- (ii) Certificate of Class 12<sup>th</sup> and 10<sup>th</sup> Examination (for candidates who have passed class 12<sup>th</sup> examination)
- (iii) Polytechnic Diploma Certificate (for Diploma candidates)
- (iv) Income Certificate
- (v) Students applying under reserved quota must produce Caste Certificate (SC/ST/SEBC) issued by State Government authority.
- (vi) Persons with Disabilities (PwD) must submit Disability Certificate

### 13. DOCUMENT VERIFICATION and CHOICE FILLING:

The applicant is required to get his / her uploaded documents verified with the originals at the nearest Facilitation Centre set-up by UTs of J&K and Ladakh and get it verified and uploaded with stamp on portal of Facilitation Centres. After document verification from the facilitation center the candidate should collect the copy of document verification report without fail. The choice filling window would be activated for only those candidates having successfully registered and got their documents verified at any one of the Facilitation Centres. The choice filling window will be blocked on the last date, after that no change would be allowed in order of preference. The merit list will be displayed subject to the declaration of result.

Provisional Merit list is generated based on Class XII / Diploma results. The students, whose name appear in the provisional merit list are compulsorily required to attend the counseling:

- ❖ Allotment of the seat will be done through online counselling process subject to merit / availability

list of Institutions / Universities where admissions offered would be prepared and will be displayed on candidate's login for choice filling. Eligible candidates under the Scheme are directed to choose the courses from these Institutions/ Universities only. It may be noted that "No Scholarship" will be paid to the candidates who take admission in other than the list of Institutions/ Universities available on the portal of AICTE except MBBS/ BDS /allied medicinal courses/Central/State Govt. for which supernumerary quota is not available.

#### 14. RESERVATION:

The reservation norms as prescribed for the UTs of J&K and Ladakh (subject to intimation from UTs of J&K and Ladakh) in respect of SC, ST and Socially and Economically Backward Classes (SEBC) are followed for providing scholarship under the Scheme. The break-up is given below:-

- a) SC – 8%
- b) ST – 10%
- c) Socially and Economically backward classes (other than Scheduled Castes and Scheduled Tribes – 22%:
  - (i) Weak & under privileged classes/social caste (OCS) 4%
  - (ii) Resident of backward area (RBA) 10%
  - (iii) Resident of areas adjoining actual line of 4% control (ALC)/ International Border(B)
  - (iv) Pahari Speaking People 4%
- d) Economically Weaker Sections (EWS) 10%

(\*10% EWS quota has been included in Open / General Category as the maximum family income ceiling under the Scheme is Rs. 8,00,000/- or less).

Note: 4% Horizontal reservation is provided for Physically Handicapped (PwD: (Disability above 40% as per Central Government Norms).

#### 15. DISBURSEMENT PROCEDURE:

##### > STEPS TO BE TAKEN BY STUDENT FOR DBT:

- a) After joining the institution, the students have to immediately upload their joining report (in the prescribed format available on website under SSSJ&K 2021-22 tab) before the last date of joining is over. The students are required to login to AICTE portal using their credentials which has already been created by them at the time of application submission process under SSSJ&K.
- b) The joining report will be verified by the Institution post which candidate has to fill and upload the following documents to start the disbursement process. Fill all the necessary information in Basic Details Tab, Institute Details Tab & Bank Details Tab.

##### > STEPS TO BE TAKEN BY INSTITUTE:

For processing of scholarship, the institute needs to perform the below mentioned task for taking the benefit of academic fee in their account. The annual academic fee would be credited in the institute account directly which is in the name of institution and their details are submitted to AICTE. The fee would be released based on SFRC (State Fee Regulatory Committee/Authority) applicable to that particular batch/course with the maximum limit as per scheme guidelines.

- a) College will upload documents for claiming Academic Fee. If the institute is admitting SSSJ&K candidates for the first time they should apply for the issuance of User ID & Password by clicking at: <https://www.aicte-india.org/bureaus/jk/2021-2022>.
- b) If the institute has already admitted candidates under SSSJ&K, then you may use the old User ID & Password and submit SFRC and other documents as per norms.
- c) Login on to AICTE's J&K Portal using authorized "User Id" & "Password", sent on your official email address.
- d) Fill in the necessary information & upload documents namely in 3 tabs: Institute Details, Bank Details and Fee Details.

- (i) College Fee Structure/Academic fee (in the prescribed format available on AICTE portal: <https://www.aicte-india.org/bureaus/jk/2021-2022>)
- (ii) Fee as per SFRC (State Fee Regulatory Committee/Authority) / State Govt. issued fee fixation document.
- (iii) Mandate Form - Institution accounts details (format available on website under SSSJ&K 2021-22 tab)
- (iv) Passbook Copy/Cancelled cheque clearly indicating bank name, Account holders Name, Account Number, IFSC code, MICR Code, Bank Address.
- (v) The Institution bank account should not be in the name Trust/Society.
- (vi) Finally click on Submit Button

Scholarships will be disbursed through PFMS Mechanism only after joining the institute and uploading the joining report along with other required documents including AADHAR Number on AICTE, SSSJ&K portal through their login.

## 16. IMPLEMENTATION AND MONITORING

For better and effective implementation and monitoring of this Scheme, constitution of a Committee was recommended in CCEA note. Accordingly, a Committee – Inter-Ministerial Committee (IMC) – on Special Scholarship Scheme for Jammu & Kashmir was constituted. Inter-Ministerial Committee (IMC) is constituted to oversee the implementation of the Scheme and is Chaired by Secretary, Department of Higher Education. Adviser Project Appraisal and Management Division (PAMD) and Adviser Education, Planning Commission (NITI Aayog), representatives of Department of Expenditure are members and representatives of the Ministries of Social Justice & Empowerment, Ministry of Tribal Affairs, Ministry of Home Affairs, Ministry of Health & Family Welfare and Deptt. of Science & Technology are invitees. Secretary (Higher Education) and Secretary (School Education), Govt. of Jammu & Kashmir are special invitees.

### 16. STEPS TO BE TAKEN DURING REGISTRATION:

Candidates would be required to upload the following documents:

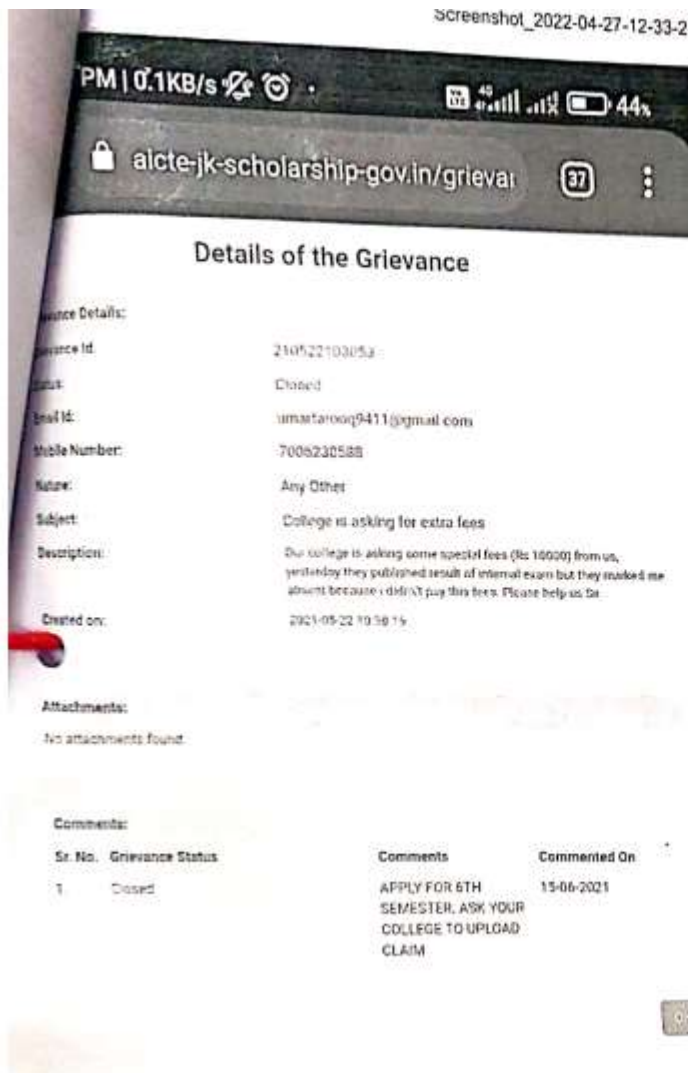
- a) Passport Size photograph (200 x 230 pixels – preferred)
  - b) Scanned Signature (140 x 60 pixels – preferred)
  - c) Domicile certificate issued by UTs of J&K and Ladakh
  - d) SSC Marksheet
  - e) Family income certificate (Issued by Tehsildar or equivalent)
  - f) Bank Details of student: Students individual account (joint account/no frill account/inoperative account, parents account, joint account is not valid)
  - g) AADHAR Number
  - h) Category certificate (issued by the Competent Authority of the State Government)
  - i) Persons with Disabilities (PwD) must upload Disability Certificate. (40% and above)
  - j) Candidates who are already availing the benefits of SSSJ&K are not eligible to apply.
- ❖ Student is required to give preference of the course which he / she intend to pursue i.e. General or Professional or Medical stream.
  - ❖ General Stream includes admission to B.A./B.Com./B.Sc./B.Sc.(Hon.)/ BBA/BCA etc.
  - ❖ Professional courses include B.E./B.Tech. / B. Pharmacy /B. Architecture/Hotel Management & Catering Technology/ B.Sc.(Nursing).
  - ❖ Medical Streams include MBBS / B.D.S./BAMS and Allied Medicinal Courses.

Facilitation Center.

- (i) Upload scanned copy of AADHAR Card of the Student (if any)
- (ii) Upload scanned copy of the first two pages of Bank Passbook/Cancelled cheque clearly indicating following:
  - (i) Name of Accounts Holder
  - (ii) Name and Address of the Bank
  - (iii) Saving Bank Account No.
  - (iv) IFSC Code and MICR Code

**Note:** Saving Bank Account should be seeded with AADHAR Number and in the name of the bonafide student only. Candidates may note that Bank Accounts should not be a "No-frill Account" /Minor Account, Parents' Account /Non-Operative account, joint account etc.

\*\*\*\*\*



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Encl 05

## 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 <jostean@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 222 at 9.30 AM at HOD, ME cabin .A meeting of 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 GRIEVANCE 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)

3 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 :-**

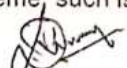
6. Based on the available information and discussion with various parties following are the findings of the committee:-

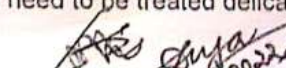
- (a) Fees per student need to be claimed by the college directly from AICTE.
- (b) In AY 2019-20 AICTE has made payment of Rs 75000.00 against a claim of Rs 80000.00 per student.
- (b) There is no obligation from students to make any payment unless there is some agreement or contract by the college 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

  
Cdr (retd) Raju K Kurriakose  
Chairman

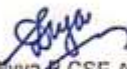
Chemperi  
27 May 2022


Action taken report Students Grievance and Appeals committee Meeting 24 MAY 2022				
Sl 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, CE

  
Mr. Jomy Jose ,AP,

  
Ms Anitha Babu AP, CE

  
Cdr (retd) Ravi Kuriakose  
Chairman,



Encl. 06

To

Cdr.Raju K Kuriakose  
HOD ME  
VJEC

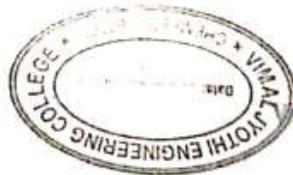
**Sub: Regarding payment of Special Fees**  
**Ref: Your letter dated 28.04.2022**

Sir,

Regarding the grievances raised by the three Kashmiri students under PMSS, about payment of fees, as you know, we are following the fee structure approved by Kerala Government. Through we have claimed Rs.85000/- as fee from AICTE, they sanctioned only Rs.75000/- for each students. Based on the request of the students, we are again sending a request to AICTE grievence portal regarding this.

Kindly inform the students accordingly.

Place: Chemperi  
Date: 16.05.2022



Manager  
MANAGER

VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI - 670632  
KANNUR DIST.

## 2. GRIEVANCES RECEIVED & ACTION TAKEN REPORT UNDER STUDENT GRIEVANCES REDRESSAL COMMITTEE AY 21-22

From,

Meghana Sumesh M

52 ECE

Roll No 33

Vimal Jyothi Engineering College, Kannur

22-08-2021

To,

The Grievance Committee

Vimal Jyothi Engineering College, Kannur

Sub: For the review of my maths exam result

Respected sir,

I am a student of 52 ECE in your institution. It is noticed that my Maths examination result is zero after the first internal examination. Our Maths Professor (Mr. George K.V) allegedly says that I've copied the answers in the examination. I am sure that I've never made any such malpractices during the online examination. So I humbly request you to take necessary steps for the kind revaluation of my answer paper.

Padnakkad

22-08-2021

Yours faithfully  
Meghana

Meghana Sumesh M

From,

Amsuthondurk

S2 ECE

Roll no: 10

Vimal Jyothi Engineering College, Chempuri

To,

The Principal

Vimal Jyothi Engineering College

Date = 21/05/2021

Sub: To re-view my maths paper.

Respected Sir,

I noticed that, I have got zero marks in Mathematics after the 1<sup>st</sup> Internal Examination. I am sure that I wrote the exam on my own without involving in any malpractices. So I request, could you please give permission to our Respected Prof. George K. V sir for re-checking the answersheet.


Respectfully,

Amsuthondurk



2/2/2021

Vimal Jyothi Engineering College Mail - Grievance regarding maths internal exam Answer sheet recheck

 **Vimal Jyothi**  
Engineering College Chemperi

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

**Grievance regarding maths internal exam Answer sheet recheck**

Dr. D Anto Sahayadhas ECE <dr.anto@vjec.ac.in>  
To: Raju K K ME <rajukk@vjec.ac.in>

Sun, Aug 22, 2021 at 8:36 PM

Dear Sir,

I had already discussed the said case with Professor George. He had said that he will reconsider this matter by planning a retest after onam vacation.

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
With regards,

**Dr.D.Anto Sahaya Dhas M.E, Ph.D.,**  
Professor & Head,  
Department of Electronics & Communication Engineering,  
Vimal Jyothi Engineering College,  
Chemperi, Kannur

Mobile: +91-9446747031, 879847031

2/2/2021

Vimal Jyothi Engineering College Mail - Tutor comments about grievance from Amruthendu

 **Vimal Jyothi**  
Engineering College Chemperi

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

**Tutor comments about grievance from Amruthendu**

Adarsh K S Ece <adarshks@vjec.ac.in>  
To: Raju K K ME <rajukk@vjec.ac.in>  
Cc: "Dr. Anto ECE" <dr.anto@vjec.ac.in>


Sun, Aug 22, 2021 at 9:46 PM

Dear sir,

Ms. Amruthendu informed me that she didn't copy any answers for maths internal examination. So as a tutor, I recommend to consider her request and recheck the answer sheet

9/2/2021

Vimal Jyothi Engineering College Mail - Tutor's comments about grievance from Ms Meghana Sumesh, S2ECE

 **Vimal Jyothi**  
Engineering College Chemperi

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

**Tutor's comments about grievance from Ms Meghana Sumesh, S2ECE**

Dr.Reema Mathew <reemamathew@vjec.ac.in>  
To: Raju K K ME <rajukk@vjec.ac.in>  
Cc: "Dr. D Anto Sahayadhas ECE" <dr.anto@vjec.ac.in>

Sun, Aug 22, 2021 at 9:28 PM

Dear Sir

Ms Meghana, S2ECE informed me that he didn't copy any answers for the Maths internal examination. Also her father called me and informed me that her daughter didn't copy anything for the internal examination. So as a tutor, I recommend to consider her request and recheck the answer sheets.

**Dr. REEMA MATHEW A**  
Associate Professor  
Dept. of Electronics & Communication Engineering  
V.J.E.C. Chemperi  
Mob:9545527132



**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 22August 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 form 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 st 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 1 2:45 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 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.

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\\_QS1jfFRDZigXgW/view?usp=sharing](https://drive.google.com/file/d/19wKy4JNaSRPC8kWG_QS1jfFRDZigXgW/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 Kunakose  
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 revaluation 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



Ms Anitha babu, AP,CE  
Member



Cdr (retd) Raju K Kutiakose  
Chairman



Kannur  
02 Sep 2021



**AY 20-21– CONSOLIDATED ANNUAL REPORT**

Sl No	Details Grievances Received	Date of Receive of Grievances	Grievances Status	Date of Closure of Grievances	Average time for grievance redressal in number of days
1	Request for necessary action to issue NSS Certificate from Mr. Akhil T P(NSS Volunteer Secretary) due to irresponsible behaviour from NSS Program officer	3 <sup>rd</sup> Nov 2020	<b>Completed</b>  The issue was happened due to a confusion stemmed due to a change in Program officer for the particular AY. Program officer agreed that he will be going NSS headquarters and issue will be rectified and and NSS Volunteer confirmed that issue raised by him is stand solved	17 <sup>th</sup> Nov 2020	14 Days

## GRIEVANCES RECEIVED & ACTION TAKEN REPORT UNDER STUDENT GRIEVANCES REDRESSAL COMMITTEE AY 20-21

### Fwd: Request to take necessary action for the issue of NSS certificate

10 messages

Dr Benny Joseph <bennyjoseph@vjec.ac.in>

Tue, Nov 3, 2020 at 5:16 PM

To: Raju Kk <rajukk@vjec.ac.in>

Cc: "Vasudevan, M" <vasu@vjec.ac.in>, Manager <manager@vjec.ac.in>, "Jagannath.M.P" <jagannathmp@vjec.ac.in>

May add to grievance file.

Regards  
Benny Joseph



----- Forwarded message -----

From: Akhil T P <akhilvenugopal555@gmail.com>

Date: Tue, 3 Nov 2020 at 16:17

Subject: Request to take necessary action for the issue of NSS certificate

To: Dr Benny Joseph <bennyjoseph@vjec.ac.in>

#### COMPLAINT LETTER

SIR,

This letter is to inform you about a serious issue regarding NSS VOLUNTEERS 2017-2021 batch. Due to irresponsible behaviour of our Program officer [VASUDEVAN MASTER], we are in a current situation that we will not be provided with NSS CERTIFICATE and thereby we will face a shortage of activity points too. The TECH CELL authorities have informed the PO about the deadline for uploading the activities of 120hrs through a mail, but due to our POs carelessness we lost that opportunity. The authorities also provided a option for those who missed that last chance by paying a penalty. Our PO also missed this chance. Due to this issue, now we are in such a trouble. As we came to know about this situation, we tried to reach to PO but we didn't get expected response from him.

This is not just an issue of one or two students, but an issue affecting over 50 students. So we kindly request you to get into this issue and find an apt solution. And also we request you to take necessary action against VASUDEVAN MASTER because we all are in this situation just because of him. Hope u will take necessary action.

YOURS FAITHFULLY,  
NSS VOLUNTEER SECRETARY  
AKHIL T P  
SANDRA TOM

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

Tue, Nov 3, 2020 at 8:06 AM

To: Dr Benny Joseph <bennyjoseph@vjec.ac.in>

Cc: "Vasudevan, M" <vasu@vjec.ac.in>, Manager <manager@vjec.ac.in>, "Jagannath.M.P" <jagannathmp@vjec.ac.in>, "Dr. VRA Saathappan CE" <drsath@vjec.ac.in>

Yes Sir,

Kindly direct Dr VRA Saathapan to hand over all Grievance and appeals committee files and documents to ME office, or to me.

[Quoted text hidden]

--

Regards....

Cdr Raju K Kuriakose (retd)  
HOD  
Department of Mechanical Engineering

**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-trwi-wpp](https://meet.google.com/gwa-trwi-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**

Sl 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-R7kchkwe14WJelhGZmnuh4mB8-UJ/view?usp=sharing">https://drive.google.com/file/d/1jpR-R7kchkwe14WJelhGZmnuh4mB8-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 Anitha,AP,CE



### AY 19-20– CONSOLIDATED ANNUAL REPORT

Sl No	Details Grievances Received	Date of Receive of Grievances	Grievances Status	Date of Closure of Grievances	Average time for grievance redressal in number of days
1	Grievance on decision on Enquiry committee & discipline committee from Nijl P (S7 CSE) involved in Issue happened in College Canteen. He requested for attend retest scheduled	07 <sup>th</sup> Nov 2019	<b>Completed.</b> Grievance committee recommended that the enquiry happened in fair way and scale of punishment may varies from person to person. Based on the observation and appellate committee recommends to allow student to attend retest for the sake his academics	08 <sup>th</sup> Nov 2019	1 day
2	Grievance on decision on Enquiry committee & discipline committee from Mr. Ebin Roy, Mr. Akhil T Jose, Ms Fathima (S7 CSE) & Mr Davis Babu involved in Issue happened in College Canteen. They requested for attend retest scheduled	14 <sup>th</sup> Nov 2019	<b>Completed.</b> Grievance committee recommended that the enquiry happened in fair way and scale of punishment may varies from person to person. Based on the observation and appellate committee recommends to allow student to attend retest for the sake his academics	16 <sup>th</sup> Nov 2019	2 days



## GRIEVANCES RECEIVED & ACTION TAKEN REPORT UNDER STUDENT GRIEVANCES REDRESSAL COMMITTEE AY 19-20

From

Nijil P.T

STCSE

VJEC

To

The principal, Appeal committee

VJEC

07/11/19

Respected Sir,

06/11/19<sup>th</sup> evening i got sp suspension from the college for 14 days for involving in an issue in canteen, but the decision taken by discipline committee was not at all satisfactory as they have put the whole blame on me, 6 students were involved in the issue, four students got suspension for 5 days ~~for~~ and the issue was involving in canteen issue and producing fake medical certificate and the one who took money ~~was~~ got suspension as pre enquiry suspension and after enquiry he didn't get any action. I didn't take the money but i got

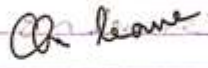

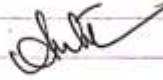
for 14 days, actually the money was borrowed and returned, <sup>the first year boy has gave it to students</sup> it. ~~David~~ Davis of S5 returned the money, <sup>and i go</sup> <sup>enquiry committee</sup> The student who ~~was~~ took money was using mobile phone inside the canteen. for that also no action was taken, the boy's audio clip is there with all students, he was saying that he have contacted so many father's and all and his parent came to the college and ~~strong~~ influenced, so he is not having any action, every one except the girl asked for money but the only in my suspension order money issue was mentioned. None of the above students are affected much because

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 
2. Dr. G. Glan Devadhas  
Prof. of AEI 
3. Dr. D. Anto Sahaya Das  
Prof. of ECE 

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 

Dr. D. Anto Sahaya Dhas, Professor/ECE 



Fathima Shahzade (16C530)

S/CSE

VJEC

14<sup>th</sup> Nov 2019

Appeal Committee  
VJEC

enclosed  
Copy of the suspension  
order

Subject: Request for writing Exam.

Sir,

On the day of the incident (28-10-2019), we were late to enter the 4<sup>th</sup> hour class, since we knew that we will not get attendance for that period. ~~we~~ we are late and also we haven't had our lunch, we decided to go to the canteen to have food during 4<sup>th</sup> period. ~~Since we were~~ One among us borrowed money from a boy named ~~Jacob~~ who was the friend of Akhil and that boy complained to his tutor about this issue and tutor report this complaint to the principal. As per enquiry the enquiry committee took the decision to give 5 days suspension for me. Even though the incident was not a case of ragging the management took action against all of us.


During my suspension period I couldn't write 4 of the internal exams and I missed my classes.

Reason for my suspension is that I provide fake medical certificate and I was totally innocent and there not any involvement. Actually it is a genuine medical certificate and because of fever I couldn't attend 2 of my internal exams.

So I request appeal committee to allow me to write a special exam for the subject I missed during my suspension period. So that I will be able to get sufficient marks for internal exams and also I will get

Sufficient attendance percentage. one of my friend was also part of this issue already got the permission to write the exam. so I hope that I will receive the confirmation as early as possible.

programming paradigm, computer graphics, machine learning, distributed computing, these are the subjects that I couldn't attend during my suspension period and I request the appeal committee to consider this application and please allow me to write the above mentioned exam.

Yours faithfully  
Fathima Shahzadi  


VJ/SD/03/03/19-20

06.11.2019

**Sub: Indiscipline Students-Untoward incident on 28.10.2019- Suspension Order-Issued-reg.**

Based on the enquiry report and DAC meeting minutes the following students are hereby suspended from 07.11.2019 to 11.11.2019 for involving the untoward incident happened on 28-10-2019 at College canteen and producing fake medical certificate.

1. Mr.Ebin Roy, VML16CS028
2. Ms.Fathima Shahzadi, VML16CS030
3. Ms.Akhil T Jose, VML16CS008

The College Campus including the Library, Computer Centre, Laboratories, Classrooms and the Hostels will be out of bounds for him during the suspension period.

  
Principal  
BM

To

1. Mr.Ebin Roy, S7 CSE
2. Ms.Fathima Shahzadi, S7 CSE
3. Ms.Akhil T Jose, S7CSE



VJ/SID/03/04/19-20

06.11.2019

**Sub: Indiscipline Students-Untoward incident on 28.10.2019- Suspension Order-Issued-reg.**

Based on the enquiry report and DAC meeting minutes Mr. Davis Sabu, VML17CS027 is hereby suspended from 07.11.2019 to 09.11.2019 for involving the untoward incident happened on 28-10-2019 at College canteen.

The College Campus including the Library, Computer Centre, Laboratories, Classrooms and the Hostels will be out of bounds for him during the suspension period.

  
Principal

To

Mr. Davis Sabu, S7 CSE ?

Copy to


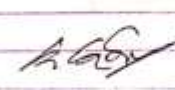
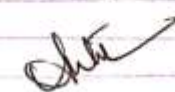
1. The Manager
2. The Bursar
3. The Administrator
4. HOD CSE
5. Parents Concerned
6. Notice Boards
7. Hostel warden
8. Hostel Notice Board

Meeting held on 16 November 2019

Agenda:-

- To discuss on the appeal of the Students
1. Mr. Ebin Roy - S7 CSE
  2. Mr. Akhil T Jose - S7 CSE
  3. Ms. Fathima Shahjadi - S7 CSE and
  4. Mr. Davis Sabu - S5 CSE requesting for a special Retest.

Attended by:

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

*Handwritten signature and date: 16/11/19*  
 (PROF. DR. VRA. SAATHAPPAN)

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

*Handwritten signature*

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

*Handwritten signature*

### AY 18-19– CONSOLIDATED ANNUAL REPORT

Sl No	Details Grievances Received	Date of Receive of Grievances	Grievances Status	Date of Closure of Grievances	Average time for grievance redressal in number of days
1	Grievance from Mr. Arun Mathew (S5 ME A) regarding confiscated Mobile Phone by faculty from class room. As per student statement he tried to submit mobile phone at collection tray but the person there is not ready to collect due this he was supposed to carry mobile phone to class	09 <sup>th</sup> Nov 2018	<b>Completed.</b> Grievance committee recommended the as ringing of phone disturbed the continuity of class. The claim regarding phone in silent mode is not acceptable. As per mobile policy of College the phone cannot be returned. But committee recommend to return the sim card. . Also committee recommend to arrange more trays/collection points of mobiles in order to avoid such kind of issues	12 <sup>th</sup> Nov 2018	3 days





## GRIEVANCES RECEIVED & ACTION TAKEN REPORT UNDER STUDENT GRIEVANCES REDRESSAL COMMITTEE AY 18-19

From:

ARUN MATHIEW  
SSMEA  
NVEC.

CHEMPERI

9 OCT 2018.

To:

GRIEVANCES AND REDRESSAL CELL  
NVEC.

Respected sir,

Subject:- Requesting an investigation about my phones retrieval.

I am writing this letter as per the instructions of the principal.

On 25<sup>th</sup> of september I came to collage and I had works to finish in the class. My mates Mr. Sivin A Jose and Mr Nithin Noble were going to submit their phones so I gave them my phone with them. They went to reception and requested to keep their phones to keep there for safe keeping.

The phones where rejected from the reception and to my friends Nithin and Sivin were directed to our Mechanical department to keep the phone. When they reached there they saw our tutor Asst. Prof. Jestin C. Jose and requested him for keeping the phones in the cabin. Asst. Prof. Jestin sir told them that there was no facility in our department to keep the phones right now, so he directed us again to the reception to keep the phone.

Nithin and Sivin again went to reception and requested to keep the phones in the reception but they were rejected again. So they came back to our tutor Asst. Prof. Mr. Jestin C. Jose and told him what happened. He told that they were not allowed to safe keep students phones.

By the time the prayer bell rang and they came back to the class with phones with them. They give my phone to me.

I switched off my phone and kept it in my bag.

unfortunately, the phone went on after sometime. A call came

to my phone while Asst. Prof. Sr. Disha was in the class.

She seccased my phone from class and is now under process.

I request you to ~~do~~ what look into this matter and take necessary actions.

Yours faith fully  
ARUN MATHIEW



From,

Iestin. C. Jose  
Assistant Professor  
Mechanical Department

05. December. 2018

To,

Grievance Redressal Cell,  
Vimal Jyothi Engineering College.

Sir,

This is to inform that the written statements submitted by Mr. Nitin Nole and Mr. Sivin A Jose of SSME-A are true. Both the students have approached me regarding submitting their mobile phones to me, as they were unable to submit at college reception, to which I declined to accept the mobile phones and directed back to the college reception. However I wasn't aware that they were having mobile phones of other student or Mr. Arun Mathews (as per the statement submitted by him).

Thank you

## **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. 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.

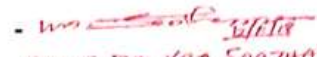
If the Mobile policy permits, or on the discretion of the Principal, now the SIM card alone can be given to the applicant and the instrument after he completes his course work at VJEC.

**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

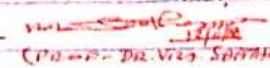

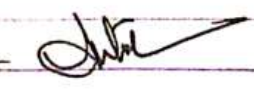
- 

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 - 

## II. GRIEVANCES RECEIVED & ACTION TAKEN REPORT UNDER INTENAL COMPLAINT COMMITTEE

### AY 22-23 CONSOLIDATED ANNUAL REPORT

Sl No	Details Grievances Received	Date of Receival of Grievances	Grievances Status	Date of Closure of Grievances	Average time for grievance redressal in number of days
1	Complaint forwarded from Principal to ICC regarding misbehaviour towards girl student of S3 CSE	21 <sup>st</sup> Nov 2023	<b>Completed</b> The committee conducted detailed enquiry and found Mr. Amith Mathew is has misbehaved with the girl student. Committee recommends for suspension. Dicipline Committee issued suspension from 22 <sup>nd</sup> Nov 27 <sup>th</sup> Nov 2023	22 <sup>nd</sup> Nov 2023	2 Days

**STUDENT GRIEVANCES RECEIVED UNDER INTERNAL COMPLAINT COMMITTEE AY 22-23**

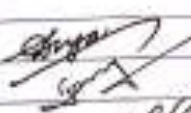



Internal Complaints Committee - Meeting

21/11/23  
2:00 PM

Agenda:-  
Enquiry regarding complaint from S3 CEE A student, Ms. Himaniya Shaji against Mr. Amith Mathias, S3 CEE A

Members present

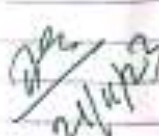
- 1) Divya B
- 2) Suresh Joseph
- 3) Vinodkumar Abraham
- 4) Justice J. Pulimmar

  
  
  
 21-11-23

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

- 1) Suspension from the college from 22/11/23 till 29/11/23. 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

### **AY 21-22 – CONSOLIDATED ANNUAL REPORT**

<b>Sl No</b>	<b>Details Received</b>	<b>Grievances</b>	<b>Date of Reival of Grievances</b>	<b>Grievances Status</b>	<b>Date of Closure of Grievances</b>	<b>Average time for grievance redressal in number of days</b>
1	Complaint Received from female students of S8 Civil Department against College Security Mr Tomy regarding offensive/ disrespectful behaviour		11 <sup>TH</sup> Dec 2021	<b>Completed</b>  The ICC recommended that the Security Tomy had an offensive way of talking to girls. Also he doesnot have authority talk like that way. Committee recommends for issue serious warning towards Security. And college management issued a warning letter and direct him Join back to college after attend a one week course regarding behaviour and communication to public	17 <sup>TH</sup> Dec 2021	6 Days

**STUDENT GRIEVANCES RECEIVED UNDER INTERNAL COMPLAINT COMMITTEE AY 21-22**

To,  
Ms Divya. Internal Complaint Committee  
Department of computer science

ബഹുമാനപ്പെട്ട മിസ്;  
11/12/2021 A phonsa girls hostel നിന്നും  
അനുഭവമാർദ്ദവം വാങ്ങി പഠനസുഖമായി തിരിച്ചുവന്ന അങ്ങനെയ്ക്ക്  
Security Mr. Tommy ന് നിന്നും വളരെ ഭയാശങ്കയായ രീതിയിലുള്ള  
പെരുമാറ്റമായിരുന്നു അങ്ങനെയ്ക്ക് നേരിടേണ്ടിവന്നത്.

അങ്ങനെയുടെ പാലയ്ക്കുന്നിത്തുകയുടെ നടപടിമെടുക്കുന്നില്ലായ്മയോടെ  
" ഉത്തരവ് അനുബന്ധത്തിൽ പരാതി നൽകുന്നതിന് പരാതിയില്ലെന്നും " എന്ന്  
വളരെ ഭയാശങ്കയായ രീതിയിൽ പറയുകയുണ്ടായി.

ഈ തൊഴിലേക്കിടയിൽ വിദ്യാർത്ഥിനികൾ എന്ന നിലയിൽ അങ്ങനെയുടെ  
നേരിട്ട ഈ അപമാനത്തിന് ന്യായവും പെട്ടെന്നും താൽക്കാലികമായ  
തരം നടപടി സ്വീകരിക്കണമെന്നും അഭ്യർത്ഥിക്കുന്നു.

എന്നും,  
Sneha. P }  
A fra. }  
Anusrec. r }  
Anasudana }  
Anasudha. k }  
Bhikta }  
} ST-CE-B.



To

~~Principal~~ Internal Complaint Committee  
VJEC

Subject - Complaint against Security Guard.

Respected Sir,

we are ashamed to inform you that on 11/12/2021 we had faced a very bad behaviour from Security guard Mr. Tomy. we left the hostel at 9:30 with permission from the warden and when we came back afternoon with our classmate boys. The security guard said that "you could have also taken a room in hotel" we never expected such a shameful behaviour from the security. As students in this college we request you to take strict action against Mr. Tomy as soon as possible.

Yours Faithfully .

ST CE-B.

Sneha P

Ajra K

Anaswara R

Anusree T

Anagha K.

Brils Sojen



## 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

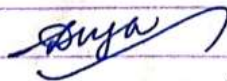
The internal complaints committee met on 16/12/2021 at 1PM in the board room to discuss about and enquire about the complaint received from Ms. Afia K (VML18CE004), Ms. Anagha K (VML18CE018), Ms. Anaswara Ramakrishnan (VML18CE024), Ms. Anusree T (VML18CE027), Mr. Bimal Sojan (VML18CE033) and Ms. Sneha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

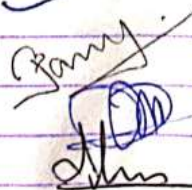
The committee had conducted a detailed enquiry by calling the students and the security staff in online and offline mode.

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. Joney Joseph
3. Jostin G. Pulimmar
4. Laly James





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

**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



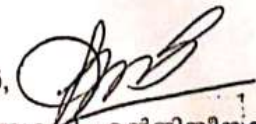
**Warning Letter**

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.

12.01.2022

മാനേജർ,   
വിമൽ ജ്യോതി എൻജിനീയറിംഗ് കോളേജ്  
MANAGER  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI - 670632,  
KANNUR DIST.

**GRIEVANCES RECEIVED & ACTION TAKEN REPORT UNDER  
INTERNAL COMPLAINT COMMITTEE**

**AY 20-21**

NO GREVANCES REPORTED UNDER INTERNAL COMPLAINT COMMITTEE

**AY 19-20**

NO GREVANCES REPORTED UNDER INTERNAL COMPLAINT COMMITTEE

**AY 18-19**

NO GREVANCES REPORTED UNDER INTERNAL COMPLAINT COMMITTEE