



SUPPORTING DOCUMENT FOR 5.1.4

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

Proof for Implementation of guidelines of statutory regulatory bodies

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VIMAL JYOTHI ENGINEERING COLLEGE

(Affiliated to APJ Abdul Kalam Technological University)

GRIEVANCE REDRESSAL MECHANISM

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

OBJECTIVES

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

IMPLEMENTATION OF GUIDELINES OF STATUTORY/REGULATORY BODIES

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

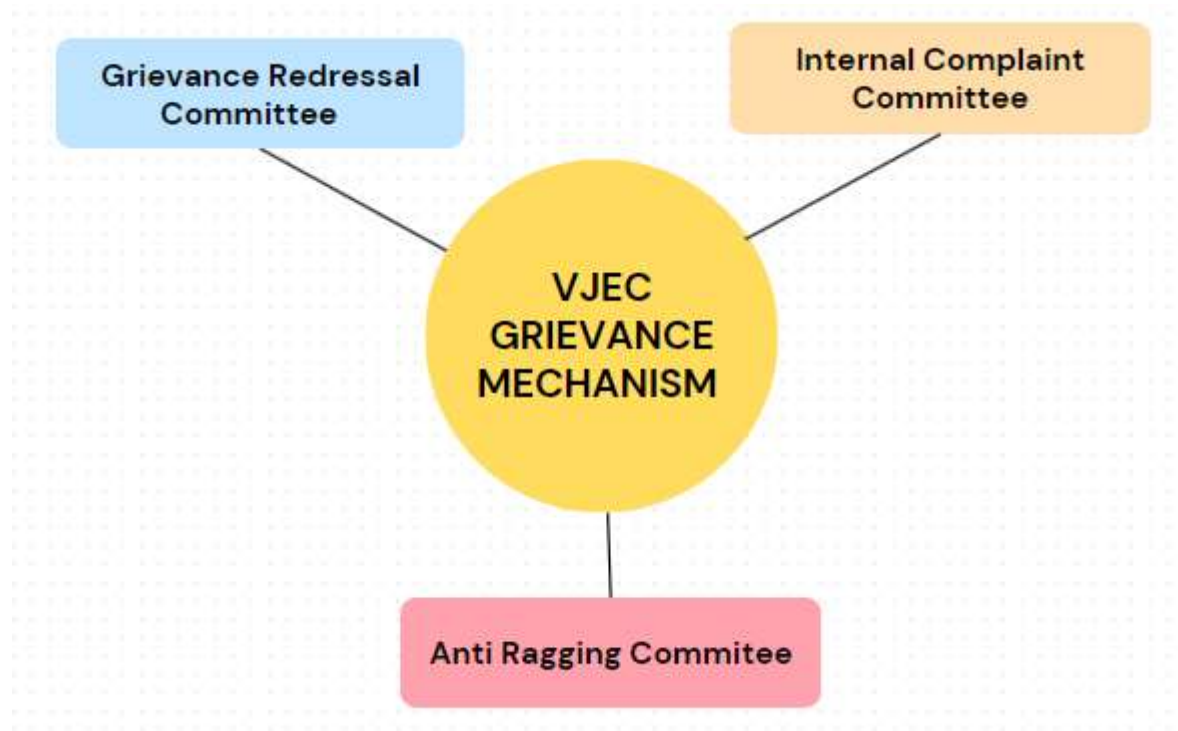
Following committees/centres are functional in the college to address student grievances:

(i) Grievance Redressal Committee

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

(iii) Internal Complaint Committee

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



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

1.THE STUDENT GRIEVANCE REDRESSAL COMMITEE

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

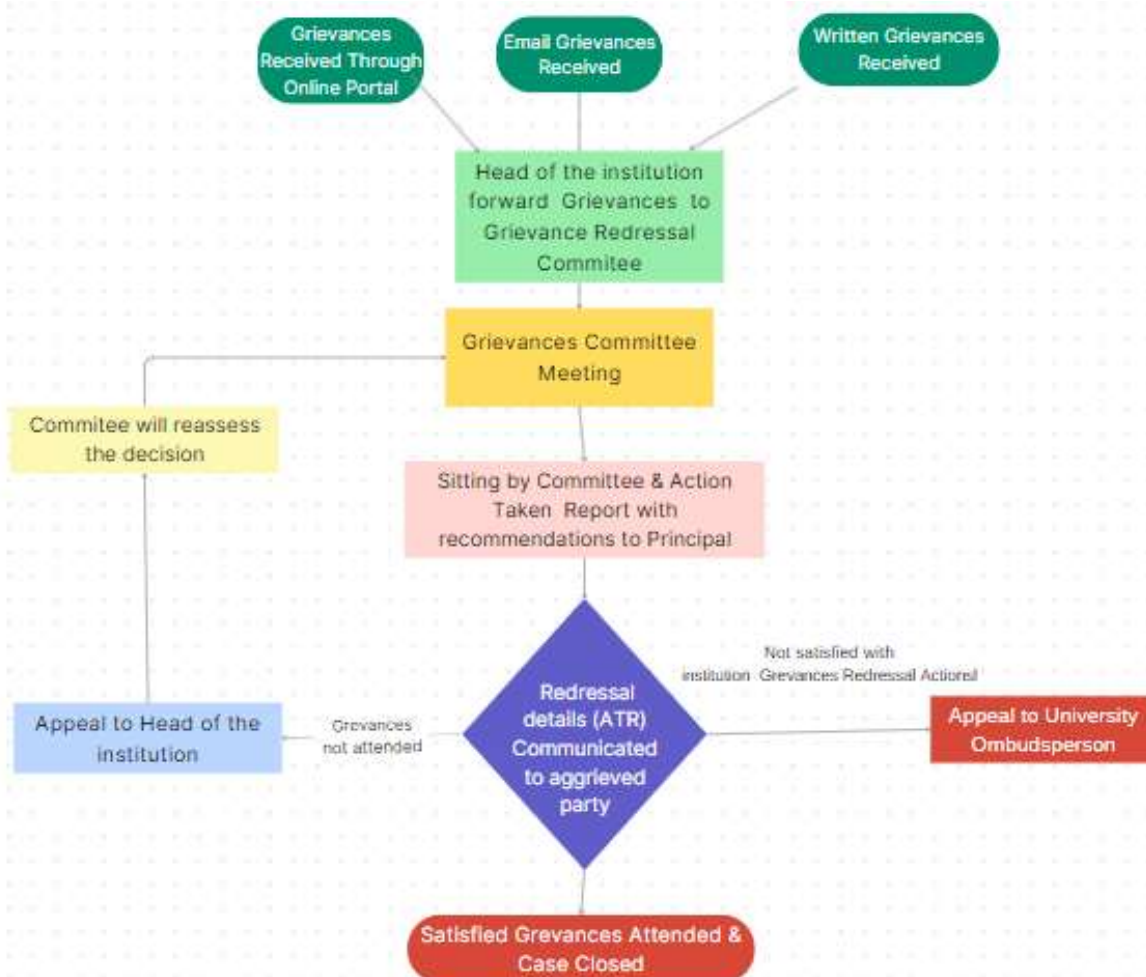


Fig 1: Grevances Redressal Committee Process of action



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

ROLES

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

SOP (STRATEGIC OPERATING PROCEDURES)

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

AY 22-23-CONSTITUTION

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Approved by Institution of Engineers (India), NBA, NAAC

Proceedings: VJ/21 04-08-2023

Proceedings

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

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

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




Principal
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| 3. Ms.Anitha Babu, Asst Professor CE | -Member |
| 4. Mr.Jomy Jose, Associate Professor ASH | -Member |
| 5. Mr.Ranjul Arumadi,S7 /SI. | -Special Invitee |

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| 3. Ms.Anitha Babu, Asst. Professor CE | -Member |
| 4. Mr.Jomy Jose, Associate Professor ASH | -Member |

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Proceeding No: VJ/Appointment/11-A

28-08-2020

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Sub: Formation of Student Grievance Redressal Committee (SGRC)

**Ref: (1) F.No.1-101/PGRC/AICTE/Regulation/2019/9530-9537 Letter from AICTE
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| 2. Ms.Divya B, Associate. Professor CSE | - Member |
| 3. Ms.Anitha Babu, Asst. Professor CE | -Member |
| 4. Mr.Jomy Jose, Associate Professor ASH | -Member |




PRINCIPAL
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CHEMPERI - 670032

- | | |
|---|---------------------------|
| 1. The Chairman | |
| 2. The Bursar | For your kind information |
| 3. The Administrator | |
| 4. The Member Concerned | |
| 5. All HODs & Staff Members through email | |



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NAAC Cycle 2

Criterion: 5
Sub Criteria 5.1.4

AY 18-19 CONSTITUTION



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VJ/09/19

20.12.2019

Proceedings

Sub: Formation of Student Grievance Redressal Committee (SGRC)

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

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

ORDER

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

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

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

Chairman
Member
Member
Member

Distribution:

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

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(Affiliated to APJ Abdul Kalam Technological University)
Jyothi Nagar, Chemperi, Kannur, Kerala – 670 632
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NAAC Cycle 2

Criterion: 5
Sub Criteria 5.1.4

AICTE REGULATIONS



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



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

मानव संसाधन विकास मंत्रालय, भारत सरकार

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली – 110070

दूरभाष 011-26131497

ई मेल : ms@aicte-india.org

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

Ministry of Human Resource Development, Govt. of India

Nelson Mandela Marg, Vasant Kunj, New Delhi-110057

Phone: 011-26131497

E-mail: ms@aicte-india.org

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

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

Dear Sir/Madam,

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

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

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

Yours faithfully,

(Prof. Rajive Kumar)
Member Secretary

The Principals/Directors,
AICTE Approved Institutions

Copy to:

The Regional Officers, AICTE



आलोक प्रकाश मिश्रा
सचिव
of. Alok Prakash Mittal
Member Secretary

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

Dated: 22/07/2019

**Public Notice
on DRAFT**

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

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

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

Member Secretary, AICTE

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

- (i) "Student Grievance Redressal Committee" means a Committee constituted under these Regulations;
- (ii) "Ombudsman" means the Ombudsman appointed under these regulations;
- (iii) "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to an institution, to the general public (including to those seeking admission in such institution) by such institution or any authority or person authorized by such institution to do so;

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

NOTIFICATION

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

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

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

2. OBJECTIVE:

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

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

- (a) "Act" means the All India Council for Technical Education Act, 1987;
 - (b) "Council" means the All India Council for Technical Education
 - (c) "UGC" means University Grants Commission
 - (d) "Technical Education" means programs of education as defined under section 2(g) of the All India Council for Technical Education, Act, 1987
 - (e) "Technical Institution" means an institution as defined under section 2(h) of the All India Council for Technical Education, Act, 1987;
 - (f) "aggrieved student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.
 - (g) "declared admission policy" means such policy, including the process there under, for admission to a course or program of study as may be offered by the institution by publication in the prospectus of the institution;
 - (h) "Grievance" means and includes, complaint(s) made by an aggrieved student in respect of the following namely:
 - i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - ii. irregularities in the process under the declared admission policy of the institution;
 - (i) "Region" means a geographical territory, comprising of States, so determined, for the purpose of facilitating enforcement of these regulations; namely, Central Region comprising Madhya Pradesh, Gujarat and Chhattisgarh; Eastern Region comprising Andaman and Nicobar, Sikkim, Orissa, Jharkhand, Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh, West Bengal; Northern Region comprising Bihar, Uttar Pradesh, Uttarakhand; North West Region comprising Chandigarh, Haryana, Jammu and Kashmir, Delhi, Punjab, Rajasthan, Himachal Pradesh; Southern Region comprising Tamil Nadu, Puducherry; South Central Region comprising Andhra Pradesh, Telangana; South Western Region comprising Karnataka, Lakshadweep, Kerala; and Western Region comprising Goa, Maharashtra, Daman and Diu, Dadra and Nagar Haveli.
 - (ia) "State" means a State specified in the First Schedule to the Constitution and includes a Union territory;
 - (n) "Students" means a person enrolled, or seeking admission to be enrolled, in any institution to which these regulations apply;
- 4. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:**
- (1) Every institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:
 - a. the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
 - b. the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
 - c. the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
 - d. the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to such course or program of study and the amount of fee prescribed for the admission test;
 - e. each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
 - f. rules/regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine;
 - g. the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;

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

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

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

8. STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

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

7. FUNCTIONS OF OMBUDSPERSON:

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

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

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

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

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

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

9. INFORMATION REGARDING OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

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

10. CONSEQUENCES OF NON-COMPLIANCE:

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

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

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

(Prof. Alok Prakash Mittal)
Member Secretary



2. ANTI-RAGGING COMMITTEE

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

ANTI-RAGGING SQUAD

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

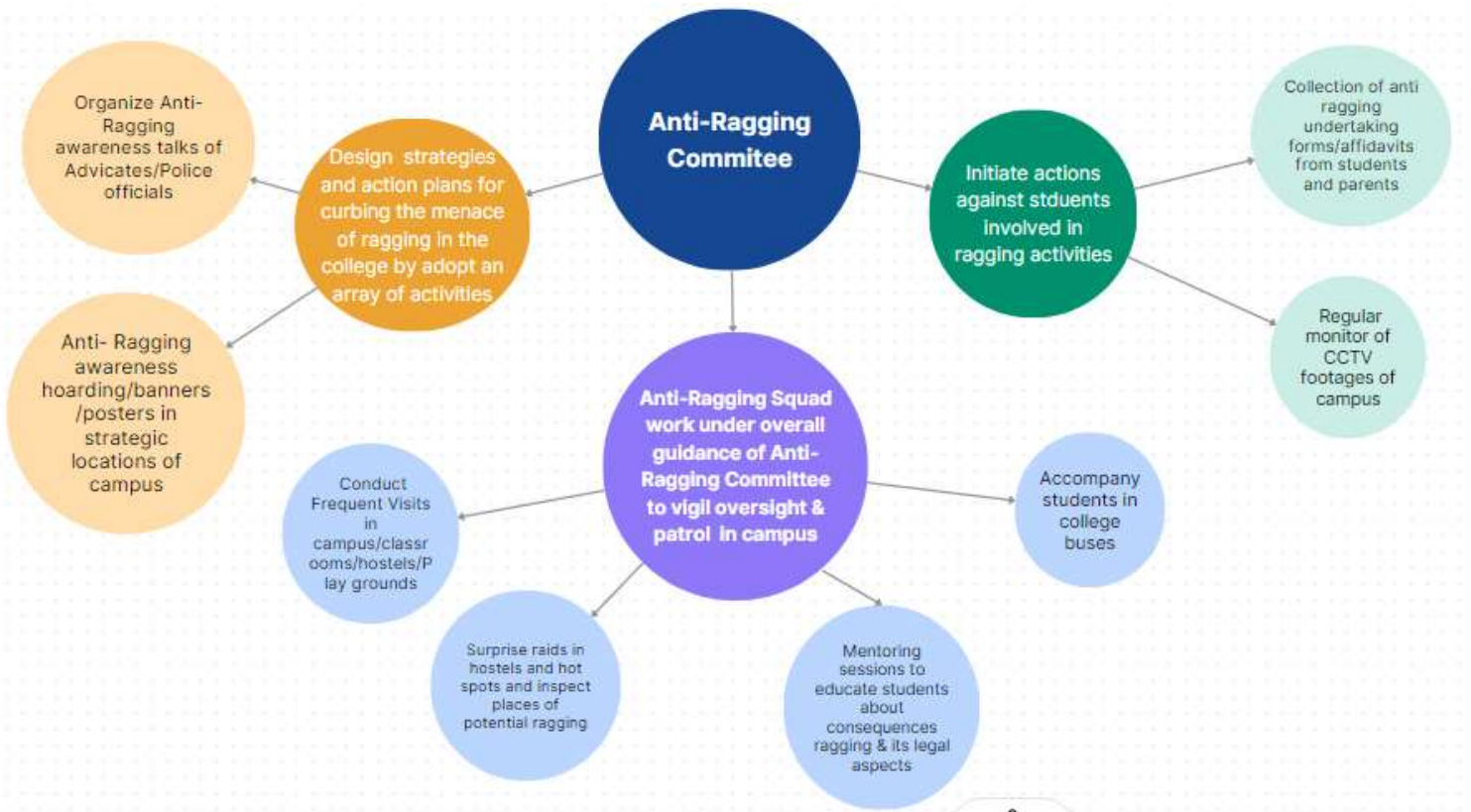


Fig 2: Anti-Ragging Committee & Squad Process of action

ROLES AND RESPONSIBILITIES

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

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

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



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

FUNCTIONS

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

PUNISHMENT THOSE FOUND GUILTY

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

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



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

STANDARD OPERATING PROCEDURES (SOP)

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

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

MEASURES OR PREVENTIVE ACTION TAKEN AT INSTITUTION LEVEL

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

CONSTITUTION OF ANTI-RAGGING COMMITTEE



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



VJ/191/A

07/02/2024

Constitution of Anti-Ragging Committee

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

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

Distribution:

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

Principal
Principal

PRINCIPAL

VIMAL JYOTHI ENGINEERING COLLEGE
CHEMPERI - 670632

VIMAL JYOTHI ENGINEERING COLLEGE

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

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



VJ/191/A

25/02/2021

Constitution of Anti-Ragging Committee

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

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


Principal
VIMAL JYOTHI ENGINEERING COLLEGE
CHEMPERI - 670632

Distribution:

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

} For kind information



VJ/191/A

21/06/2018

Constitution of Anti-Ragging Committee

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

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


PRINCIPAL
VIMAL JYOTHI ENGINEERING COLLEGE
CHEMPERI - 670 632

Copy to

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

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

VJ/191/A

17/11/2021

Constitution of Anti-Ragging Squad

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

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

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


Principal

Distribution:

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



VJ/191/A

21/06/2018

Constitution of Anti-Ragging Squad

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

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

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

Copy to

1. The Chairman
2. The Director
3. The Administrator
4. All HODs

Ph: 0460 2213390, 2213399, Fax: 0460 2213391, E-mail: vjecmail@gmail.com, Website: www.vjec.ac.in


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

UGC/KTU REGULATIONS



UNIVERSITY GRANTS COMMISSION
BAHAUDRSHAH ZAFAR MARG
NEW DELHI

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

March, 2012

NOTICE

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

IS (ARC)

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

THE KERALA PROHIBITION OF RAGGING ACT, 1998*

(Act 10 of 1998)

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

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

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

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



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

PUBLIC NOTICE

CURBING THE MENACE OF RAGGING IN KTU AFFILIATED TECHNICAL INSTITUTIONS

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

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

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

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

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

Thiruvananthapuram;
10th August, 2015.

REGISTRAR

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

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

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



3.INTERNAL COMPLAINT COMMITTEE (ICC)

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

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

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

ROLES AND RESPONSIBILITIES

Committee shall:

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

PROCESS OF MAKING COMPLAINT

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

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

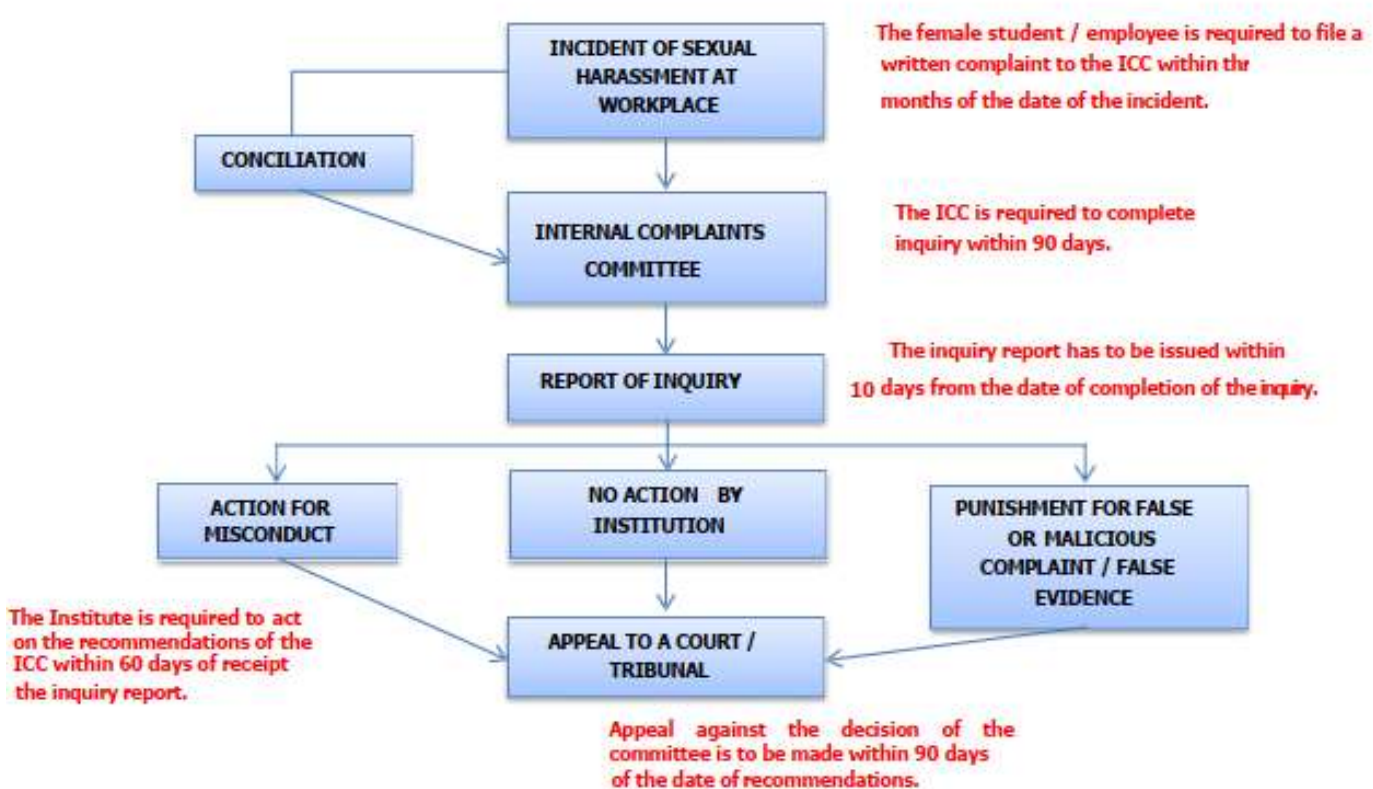


Fig 3: Internal Complaint Committee Process of action

PROCESS OF CONDUCTING INQUIRY

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

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

CONSTITUTION OF ICC



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



Proceedings VJ/24 08/08/2021

PROCEEDINGS

Sub: Constitution of Internal Complaint Committee

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

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

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


Principal
VIMAL JYOTHI ENGINEERING COLLEGE
CHEMPERI – 670632

Distribution:

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

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



VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA

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



Proceedings VJ/08

14.03.2022

PROCEEDINGS

Sub: Constitution of Internal Complaint Committee

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

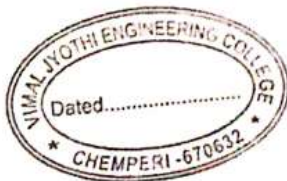
1. Ms.Divya B, Associate Professor CSE-Convener
2. Ms.Laly James, HOD EEE-Member
3. Mr.Josteen J Puthumana, Welfare Officer-Member
4. Ms.Jancy Joseph, Coach Physical Education-Member
5. Ms.Dhiya Dhanarajan,S7 CE-Member
6. Ms.Abhincy Thomas,S5 CSE-Member
7. Ms.Irene Tressa Cibi,S3 CSE-Member

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

Distribution:

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

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





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

Proceedings VJ/12

12.04.2021

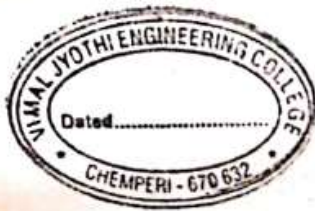
PROCEEDINGS

Sub: Constitution of Internal Complaint Committee

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

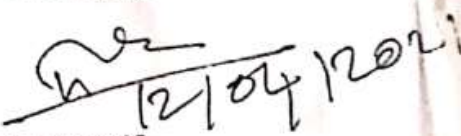
1. Ms.Divya B, Associate Professor CSE-Convener
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4. Ms.Jancy Joseph, Coach Physical Education-Member

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



Distribution:

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


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



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

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

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

Dated: 31.12.2020

CIRCULAR

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

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

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

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

Dr. Bijukumar R *
Dean (Academic) in Charge

.To

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

Forwarded / By Order

Section Officer

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

UGC REGULATIONS

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(University Grants Commission)

NOTIFICATION

New Delhi, the 2nd May, 2016

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

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

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

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

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

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THE GAZETTE OF INDIA : EXTRAORDINARY

[PART III—Sec. 4]

- (d) "student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI; Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student; Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;
 - (m) "third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;
 - (n) "victimisation" means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
 - (o) "workplace" means the campus of a HEI including—
 - (a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
 - (b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
 - (c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.
3. **Responsibilities of the Higher Educational Institution.**—(1) Every HEI shall,—
- (a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
 - (b) publicly notify the provisions against sexual harassment and ensure their wide dissemination;
 - (c) organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
 - (d) act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
 - (e) publicly commit itself to a zero tolerance policy towards sexual harassment;
 - (f) reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
 - (g) create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
 - (h) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual

[PART III—Sec. 4]

UNIVERSITY GRANTS COMMISSION

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- (4) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (6) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (5) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations, trainee, apprentice (or called by any other name), intern, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (7) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (8) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause (b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (3) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted in the ICC. Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (4) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means—
 - (i) "An unwarranted conduct with sexual undertones if it occurs or which is persistent and which denigrate, humiliate or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:—
 - (a) any unwelcome physical, verbal or non-verbal conduct of sexual nature;
 - (b) demand or request for sexual favour;
 - (c) making sexually coloured remarks;
 - (d) physical contact and advances; or
 - (e) showing pornography"
 - (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones—
 - (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favour;
 - (b) implied or explicit threat of detrimental treatment in the conduct of work;
 - (c) implied or explicit threat about the present or future status of the person concerned;
 - (d) creating an intimidating offensive or hostile learning environment;
 - (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

[PART III—Sec. 4]

UNIVERSITY GRANTS COMMISSION

13

- harassment, contact details of members of Internal Complaints Committee, complaint procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted in the ICC. Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
 - (j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
 - (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI.
 - (l) be responsible in being those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
 - (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
 - (n) treat sexual harassment as a violation of the disciplinary rules (leading up to suspension and expulsion) if the perpetrator is a student;
 - (o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
 - (p) monitor the timely submission of reports by the ICC;
 - (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.
- 3.2 **Supportive measures.**—(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.
- (2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.
 - (3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially constructed by region, class, caste, sexual orientation, minority identity and by being differently abled. Handling committees must be sensitive to such vulnerabilities and special needs.
 - (4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. Interim redressal—The HEI may,

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

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

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

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

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

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

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

(a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;

(b) suspend or restrict entry into the campus for a specific period;

(c) expel and strike off name from the rolls of the institution, including debar of readmission, if the offence is warrant;

(d) award reparative punishments like mandatory counselling and, or, performance of community service.

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

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

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



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

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

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

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

IASPAL S. SANDHU, Secy. UGC

VJ/CC/2021/1

Internal Complaints Committee Report

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

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

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

Description of the incident

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

Observations of the enquiry committee

Ms. Afra K (VML18CE004), Ms. Anagha K (VML18CE018), Ms. Anaswara Ramakrishnan (VML18CE024), Ms. Anusree T (VML18CE027), Ms. Sneha P (VML18CE063) were called for enquiry on 15/12/2021 at 1:00 PM in the boardroom. The committee members talked to each of these students and they had given the same description of the incident. The committee members enquired with the Alphonsa hostel warden, Sr. Valsamma, whether the girls had taken permission from her. She has verified the same. Ms. Afra and Ms. Anagha had informed the committee that they had similar experiences in the past from the same security staff. Ms. Anagha informed the committee that Mr. Tomy had told her "kadumbathil kerasyathille?" 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 dialog 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 he 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 recommend behavioural training to the security staff. They should be given proper instructions and guidance regarding their duties and responsibilities so that unnecessary alterations 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

MECHANISM OF REGISTERING GRIEVANCES

Students can register their grievances either in writing (Offline) or by using the online redressal portal in the College website.

Mechanism for Offline grievance Submission: Students may drop their grievances and suggestions in the Grievance box kept in front of college reception.

They can also hand over written complaints/grievances to Principal, HODs, Mentors, Grievance Redressal Committee Members, Internal Complaint Committee Members, & Anti ragging Committee Members whose details are displayed on various notice boards

Mechanism for Online grievance Submission

Students can mail Grievances to Principal, HODs, Mentors, Grievance Redressal Committee Members, Internal Complaint Committee Members, Ant ragging Committee Members, Student welfare Committee members An exclusive page has been provided in the College website for creating awareness among the students about the grievance redressal mechanism and facility of online grievance submission

Web link: <https://vjec.edugrievance.com/>

