



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:**

Organization wide awareness and undertakings on policies with zero tolerance

TABLE OF CONTENTS

Sl. No	Contents	Page No
1	Display Boards/Hoardings	<u>2</u>
	• Anti-Ragging Display Boards in Campus	
	• Display of Grievance/Anti-Ragging/Internal Complaint Committee Members Details in Campus	<u>3</u>
	• Grievance Box Facility in Campus	<u>4</u>
2	Awareness/ Orientation Programs	<u>5</u>
	AY 22-23	<u>5</u>
	AY 21-22	<u>6</u>
	AY 20-21	<u>6</u>
	AY 19-20	<u>6</u>
	AY 18-19	<u>7</u>
3	Anti-Ragging Undertaking from Student & Parent Sample	<u>8</u>
3	College Website Grievance Portal	<u>9</u>
4	Surveillance Cameras	<u>10</u>
5	Mechanisms for submission of online/offline students' Grievances:	<u>11</u>

ORGANISATION WIDE AWARENESS AND UNDERTAKINGS ON POLICIES WITH ZERO TOLERANCE

Awareness about the Zero Tolerance policy of the institution towards Ragging, Sexual Harassment etc. is created organisation wide through various measures such as Display boards, Orientation Programmes, College hand book, Website and Mentoring Sessions

Organization wide Awareness of Anti Ragging/Grievance /Internal Complianit Committees

Posters and boards highlighting messages against ragging, sexual harassment and the contact numbers of the respective committee convenors is displayed in prominent locations inside the campus to sensitize the students

(i)Anti Ragging Display Boards



Display Board Near First Year Block



Department Notice Board ME



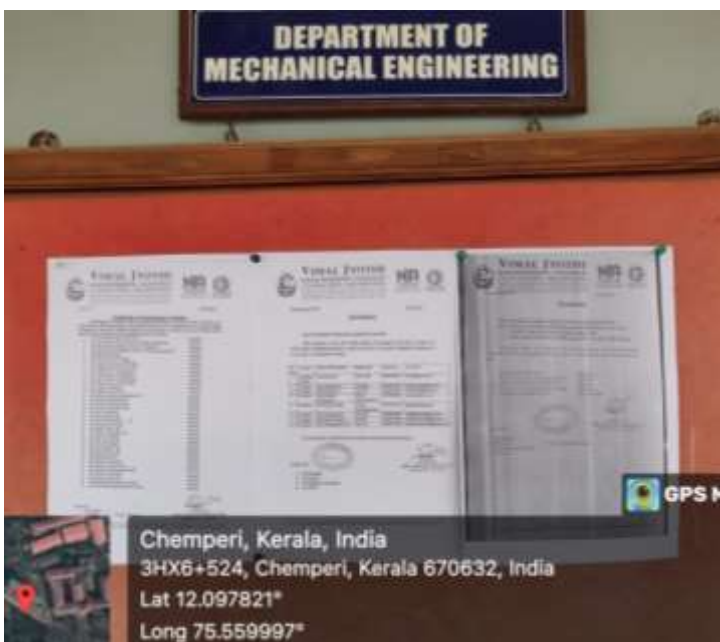
CLASS ROOMS

CENTRAL LIBRARY



PHYSICAL EDUCATION NOTICE BOARDS

(ii) Display of various Grievance Committee Details with Mobile No & Email Id



(iii) Grievance /Complaint Boxes in Campus



Grievance/Compliant/Suggestion Box near College Reception



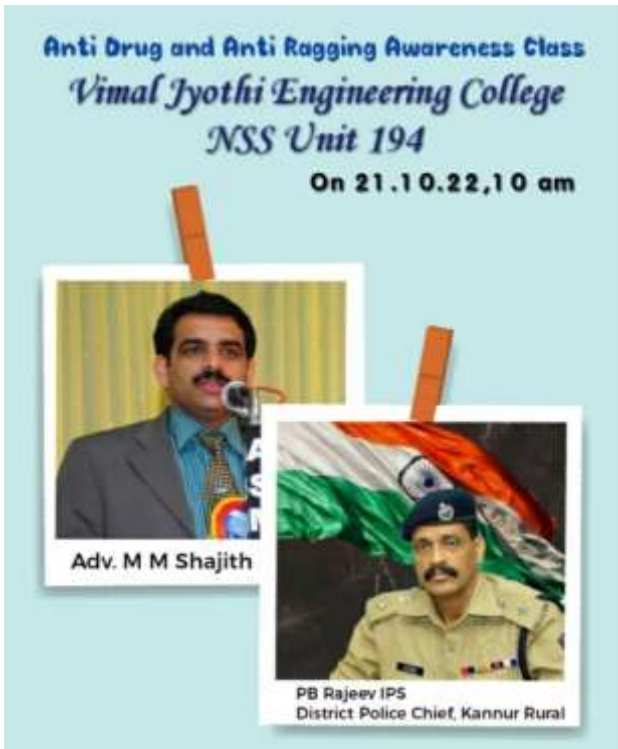
Compliant/Suggestion Box near Central Library



AICTE Student/Faculty Feedback Website Details Display Board

(iv) Orientation Programmes: Awareness is created about the Anti-Ragging Activities, Anti - Drug Campaign, Grievance redressal mechanism followed in the college through special awareness programmes conducted for students every year. Police Officials and advocates handles sessions for students in every year. Moreover, the tutors encourage the students to use the mechanism without any apprehensions during their mentoring sessions

AY 22-23



VIMAL JYOTHI ENGINEERING COLLEGE, CHEMPERI, NSS Unit 194

Anti Ragging and Anti Narcotic Awareness Class – 21-10-22

Time: 10 am

Venue. Msgr.Varikattu hall

Prayer

Welcome

_ Dr.Benny Joseph (Principal, VJEC)

Presidential Address

- Rev. Fr. James Chellamkottu (Manager, VJEC)

Inauguration

PB Rajeev, IPS (Kannur District Police Chief, Rural)

Vote of Thanks

Mr. Sebastian Puthanpura (PRO, VJEC)



Awareness Class by Adv.M M Shajith

AY 21-22



AY 20-21

Due to Covid 19 Awareness Class not Conducted

AY 19-20



AY 18-19



Anti Ragging Awareness Class by Adv.M M Shajith



(v) Anti- Ragging Undertaking from Student & Parent/Guardian



ANTI - RAGGING UNDERTAKING

Undertaking from the Students and the Parents/Guardian of the student, as per the provisions of Anti-ragging verdict by the Honorable Supreme Court of India

I, Mr/Ms Abhay Anil KTU Reg No VML22ME002
Course/Program B.Tech Department Mechanical student of
Vimal Jyothi Engg College Chemperi do hereby undertake on this day 20, month October, year 2023 the following with respect to above subject.

1. That I have read and understood the UGC Regulations on Curbing the Menace of Ragging, prepared as per the directives of the Hon'ble Supreme Court of India (vide its order dated 08-05-2009 on anti-ragging and the measures proposed to be taken in the above reference.
2. That I understand the meaning of ragging and know that ragging in any form is a punishable offence and the same is banned by the Court of Law.
3. That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the University, if the above statement is found to be untrue or the facts are concealed, at any stage in future.
4. That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Government of India and the University authorities for the purpose from time to time.

Signature of Student

DECLARATION BY PARENTS / GUARDIAN

I, ANIL KUMAR K (Mother/Father/Guardian) of
Mr./Ms. ABHAY ANIL (Students Name), hereby fully endorse that all the
undertaking / declaration given by my child / ward. And I will endeavor to induce my child/ward to do
his/her best to observe all the stated undertaking in words and in spirit.

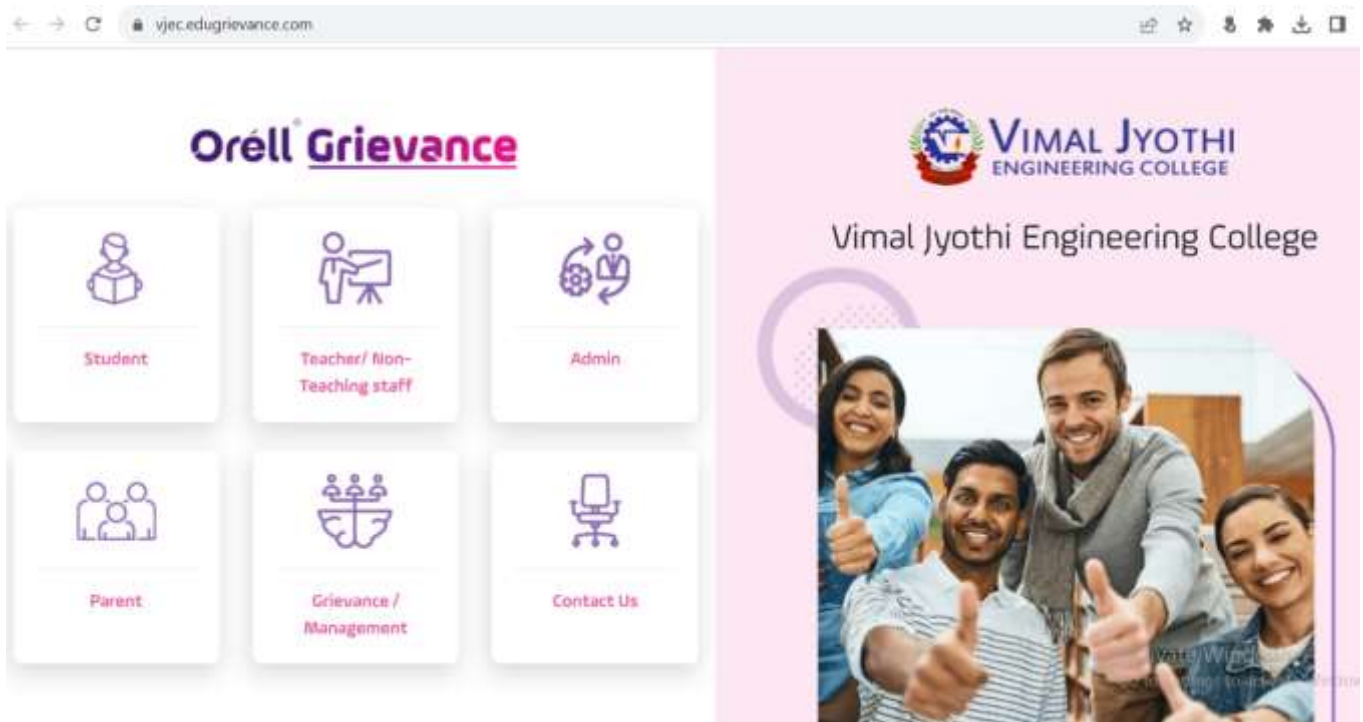
Signature of Mother / Father / Guardian

Place: VJEC
Date: 20/10/2023

(vi) College Website: Grievance Portal

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/>



(vii) Surveillance Cameras:

Surveillance cameras have been installed at various locations on our campus in order to monitor any suspicious activities or incidents related to ragging. The footage from these cameras is regularly monitored by the Anti-Ragging Committee in order to identify any potential cases of ragging on our premises

MECHANISMS FOR SUBMISSION OF ONLINE/OFFLINE STUDENT'S

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



Grievance/Complaint/Suggestion Box near College Reception

Sample Offline Grievances

From,
Meghana Sumesh M
SR ECE
Roll No 52
Vimal Jyothi Engineering College, Kannur
22-08-2021

To,
The Grievance Committee
Vimal Jyothi Engineering College, Kannur

Sub: For the review of my maths exam result

Respected sir,

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

Yours faithfully
Meghana
Meghana Sumesh M

Padinekkand
22-08-2021

From:
ANNA MATHEW
SRMARA
NIEC

To:
GRIEVANCE AND REDRESSAL CELL
NIEC

Respected Sir,
Subject: Requesting an investigation about my phones retrieval.

I am writing this letter as per the instructions of the principal. On 20th of September I came to college and I had works to do. Before in the morning my mates Mr. Sain Ajeem and Mr. Nikith Nithin were going to submit their phones so I gave them my phone with them. They went to reception and requested to keep their phones to keep them for safe keeping. The phones when rejected from the reception and to my friends Nikith and Sain were directed to our mechanical department to keep the phone. When they reached there they saw our tutor Ash Paul. Ash Paul asked me and requested him for keeping the phones in the Ash Paul. Ash Paul told them that there was no facility in our department to keep the phone right now. He directed us again to the reception to keep the phone. Nikith and Sain again went to reception and requested to keep the phones in the reception but they were rejected again. So they came back to our tutor Ash Paul. Ash Paul told them what happened. He told that they were not allowed to safe keep students phones. By the time the pager bell rang and they came back to the class with phones with them. They give my phone to me. I switched off my phone and kept it in my bag. Unfortunately, the phone went on after sometime. I call came to my phone while Ash Paul. Ash Paul was in the class. She decreased my phone from class and to now under process. I request you to do the necessary steps into this matter and take necessary actions.

Yours faithfully
Anna Mathew

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/>



Forwarded message
From: Akhil T P <akhilvenugopal555@gmail.com>
Date: Tue, 3 Nov 2020 at 16:17
Subject: Request to take necessary action for the issue of NSS certificate
To: Dr Benny Joseph <bennyjoseph@vjec.ac.in>

COMPLAINT LETTER

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

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

YOURS FAITHFULLY,
NSS VOLUNTEER SECRETARY
AKHIL T P
SANDRA TOM

Raju K K ME <rajukk@vjec.ac.in> Tue, Nov 3, 2020 at 8:06 AM
To: Dr Benny Joseph <bennyjoseph@vjec.ac.in>
Cc: "Vasudevan. M" <vasu@vjec.ac.in>, Manager <manager@vjec.ac.in>, "Jagannath.M.P" <jagannathmp@vjec.ac.in>, "Dr. VRA Saathappan CE" <draasath@vjec.ac.in>

Yes Sir,
Kindly direct Dr VRA Saathapan to hand over all Grievance and appeals committee files and documents to ME office ,or to me.
(Quoted text hidden)

Regards....

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