
CHRISTIAN COLLEGE KATTAKADA
AFFILIATED TO THE UNIVERSITY OF KERALA
Thiruvananthapuram, Kerala 695572

MECHANISM FOR DEALING WITH
**GRIEVANCE, RAGGING &
SEXUAL HARASSMENT**

CRITERION 5. 1. 5.



WHAT'S INSIDE?

Documents on:

 Copy of minutes: Grievance Cell 2015-2019

Minutes of Anti-Ragging Cell for the year 2015-16.

MINUTES OF ANTI-RAGGING COMMITTEE

Minutes of the 1st meeting of the College Anti-Ragging Committee for the academic year 2015-2016 held on 10th June 2015 in the Principal's chamber at 10:30 AM.

The initial meeting of the Anti-Ragging Committee constituted for the academic session 2015-2016 was held on 10/06/2015 at 10:30 am in the Principal's Office.

The following members were present:

1. Smt. Prasanna K. Mathew, Principal - Chairperson
2. Mr. L.S. Paul Raj - Vice President
3. Dr. N.S. Vincent Joy - Member
4. Mr. Jayakumar C - Member
5. Smt. Sneha R.S - Member
6. Smt. Bincy Johnson - Member
7. Smt. Preethika K - Member
8. Mr. J.R. Justin James - Member (Non Teaching Staff)

The meeting of the Anti-Ragging Committee of the college for the year academic year 2015-2016 started at 10:30 am under the chairmanship of Smt. Prasanna K. Mathew Principal and chairperson. The vice president welcomed all the members to the meeting.

The committee decided to direct the class tutors to give awareness on the unhealthy and dehumanising practice of ragging to their concerned students.

The committee decided to take strict action against those students who do not adhere to the rules and regulations of the college.

The committee decided the class tutors to conduct regular meetings with the students.

In case any complaints, the decision taken by the committee shall be forwarded to the staff council for further deliberations and for taking disciplinary actions.

The meeting came to an end at 11:30 am.

MINUTES OF ANTI-RAGGING COMMITTEE

Minutes of the Final Meeting of the College Anti-Ragging Committee for the academic year 2015-2016, held on 11th March 2016 in the Principal's Chamber at 10:30 AM.

The initial Meeting of the Anti-Ragging Committee constituted for the academic session 2015-2016 was held on 10/06/2015 at 10:30 am in the Principal's Office.

The following members were present:

1. Smt. Prasanna K. Mathew, Principal - Chairperson
2. Mr. L.S. Paul Raj - Vice President
3. Dr. N.S. Vincent Joy - Member
4. Mr. Jayakumar C - Member
5. Smt. Sneha R.S - Member
6. Smt. Bincy Johnson - Member
7. Smt. Preethika K - Member

Mr. J.R. Justin James - Member (Non Teaching Staff)

The committee reviewed and evaluated the disciplinary status of the current year.

There was not even a single ragging case reported in our college during this academic year. All students of this college irrespective of different streams, study in a very friendly and peaceful atmosphere.

The meeting ended with a vote of thanks to the members present.



Justin James

Minutes of Anti-Ragging Cell for the year 2016-17.

MINUTES OF ANTI-RAGGING COMMITTEE

Minutes of the 1st meeting of the college Anti-Ragging Committee for the academic year 2016-2017, held on 8th August 2016 in the Principal's office at 11 AM.

The first meeting of the Anti-Ragging Committee constituted for the academic session 2016-2017 was held on 8th August 2016 at 11:00 am in the Principal's office.

The following members were present:

1. Dr. E. Valada Kumar, Principal - Chairman
2. Sri. L.S. Paul Raj, Vice President
3. Dr. M.S. Viswanath Jay, Member
4. Sri. Jayakumar C, Member
5. Sri. Nagesh L. John, Member
6. Dr. Jeevan B, Member
7. Sri. Prathibha K, Member
8. Sri. J.R. Justin James, Member

The meeting of the Anti-Ragging Committee of the college for the academic year 2016-2017 started at 11:00 am, under the chairmanship of Dr. E. Valada Kumar, Principal and chairman. The vice president welcomed all the members to the meeting.

- In the light of Ugc Regulations on Anti-Ragging Committee the college authority has taken necessary steps to prevent and prohibit ragging through its disciplinary procedures as prescribed in the student's code of conduct manual (handbook) given to the student at the beginning of each academic year.
- The future was directed to improve the students of the rules and regulations mentioned in the handbook.
- As in the previous years of the HOD court will be the final authority to take disciplinary action.

MINUTES OF ANTI-RAGGING COMMITTEE

Minutes of the final meeting of the college anti-Ragging committee for the academic year 2016-2017, held on 16th March 2017 in the Principal's office at 2:00 pm.

The final meeting of the Anti-Ragging committee constituted for the academic year 2016-2017 was held on 16th March 2017 in the Principal's office.

The following members were present:

1. Dr. E. Valada Kumar, Principal - Chairman
2. Sri. L.S. Paul Raj - Vice President
3. Dr. M.S. Viswanath Jay - Member
4. Sri. Jayakumar C - Member
5. Sri. Nagesh L. John - Member
6. Dr. Jeevan B - Member
7. Sri. Prathibha K - Member
8. Sri. J.R. Justin James - Member

The meeting of the Anti-Ragging committee of the college for the academic year 2016-2017 started at 2 pm under the chairmanship of Dr. E. Valada Kumar, Principal and chairman. The vice president welcomed all the members to the meeting.

- This academic year the committee received no complaints either from the students or from the members of staff during this academic year.
- Thanks to the sincere efforts of the disciplinary committee, the student union and the faculty members, the college could keep up the status of ragging free campus this year too.

Since there were no other matters during the meeting ended with a vote of thanks.



E. Valada Kumar
Principal

Minutes of Anti-Ragging Cell for the year 2017-18.

Minutes of Anti-Ragging Committee

Minutes of the meeting of the College Anti-Ragging Committee for the academic year 2017-18, held on 17th July 2017 in the principal's office at 10:30 pm.

The initial meeting of Anti-Ragging Committee constituted for the academic session 2017-18 was held on 17th July 2017 at 10:30 pm in the principal's office.

The following members were present:

1. Dr. P. S. Prasad Raj - principal, Chairman
2. Sri. Prasanna K. Reddy - Vice-Chairman

3. Sri. N. S. Vinod Jayaraman - member
4. Sri. Jayakumar C - member
5. Sri. Sri. Rajesh - member
6. Sri. S. S. Rajesh - member
7. Sri. S. S. Rajesh - member
8. Sri. S. S. Rajesh - member
9. Sri. S. S. Rajesh - member
10. Sri. S. S. Rajesh - member

The meeting was called to order by the chairman and vice-chairman welcomed the members to the meeting.

The committee decided to identify misbehavior and

panels as per the norms of university.

- New signboards depicting Anti-Ragging Campus were to be strategically placed in all prominent places on the campus where students congregated.
- As in previous years, duties were delegated to student leaders to monitor and give awareness on the unethical practices of ragging.
- As per the direction of UAC, the same was instructed to school as anti-ragging officer of which duty assigned in the college.

Minutes of Anti-Ragging Committee

Minutes of the year end meeting of the college Anti-Ragging Cell for the academic year 2017-18, held on 10th March 2018 at 10:30 am in the principal's office.

The year end meeting of the Anti-Ragging Committee constituted for the academic year 2017-18 was held on 10th July 2017 at 10:30 am in the principal's office.

The following members were present:

1. Sri. P. S. Prasad Raj - principal, Chairman

2. Sri. P. S. Prasad Raj - principal, Chairman
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4. Sri. P. S. Prasad Raj - principal, Chairman
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6. Sri. P. S. Prasad Raj - principal, Chairman
7. Sri. P. S. Prasad Raj - principal, Chairman
8. Sri. P. S. Prasad Raj - principal, Chairman
9. Sri. P. S. Prasad Raj - principal, Chairman
10. Sri. P. S. Prasad Raj - principal, Chairman

The committee reviewed and analyzed the disciplinary status of the current year.

Thanks to the sincere efforts of the disciplinary committee, the student union and the faculty members, the college could keep up the status of Ragging free campus this

year.

The meeting ended by proposing Vote of Thanks by the vice-principal at 11:30 am.



Principal

Minutes of Anti-Ragging Cell for the year 2018-19.

Minutes of Anti-Ragging Committee

Minutes of the meeting of the college Anti-Ragging Committee for the academic year 2018-19, held on 14th July 2018 in the Principal's office at 11:30 am.

The meeting of the Anti-Ragging Committee constituted for the academic year 2018-19 was held on 14th July 2018 at 11:30 am in the Principal's office.

The following members were present:

- 1. Dr. M. V. Narasimha Murthy, Principal, (Chairman)
- 2. Dr. C. S. Reddy, Vice-Principal
- 3. Dr. Suresh K. V. - Member
- 4. Dr. Suresh K. V. - Member
- 5. Dr. Suresh K. V. - Member
- 6. Dr. Suresh K. V. - Member
- 7. Dr. Suresh K. V. - Member
- 8. Dr. Suresh K. V. - Member
- 9. Dr. Suresh K. V. - Member
- 10. Dr. Suresh K. V. - Member
- 11. Dr. Suresh K. V. - Member
- 12. Dr. Suresh K. V. - Member

The meeting was presided over by the Chairman, Dr. M. V. Narasimha Murthy. The meeting discussed the various aspects of anti-ragging and the role of the committee. The committee decided to hold a meeting with the students and faculty members to discuss the anti-ragging policy and to take necessary steps to prevent ragging. The committee also decided to conduct a survey among the students to identify the areas where ragging is most prevalent. The meeting ended at 12:30 pm.

Minutes of the year-ending meeting of the college Anti-Ragging Committee for the academic year 2018-19, held on 27th March 2019 in the Principal's office at 11:30 am.

The year-end meeting of the Anti-Ragging Committee was held on 27th March 2019 at 11:30 am in the Principal's office.

The following members were present:

- 1. Dr. M. V. Narasimha Murthy, Principal, (Chairman)
- 2. Dr. C. S. Reddy, Vice-Principal
- 3. Dr. Suresh K. V. - Member
- 4. Dr. Suresh K. V. - Member
- 5. Dr. Suresh K. V. - Member
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- 7. Dr. Suresh K. V. - Member
- 8. Dr. Suresh K. V. - Member
- 9. Dr. Suresh K. V. - Member
- 10. Dr. Suresh K. V. - Member
- 11. Dr. Suresh K. V. - Member
- 12. Dr. Suresh K. V. - Member

The meeting was presided over by the Chairman, Dr. M. V. Narasimha Murthy. The meeting discussed the progress of the Anti-Ragging Committee during the year 2018-19. The committee reported that it had held several meetings with the students and faculty members and had conducted a survey among the students. The committee also reported that it had taken several steps to prevent ragging, such as holding awareness programs and conducting surprise inspections. The meeting ended at 12:30 pm.

The meeting was presided over by the Chairman, Dr. M. V. Narasimha Murthy. The meeting discussed the progress of the Anti-Ragging Committee during the year 2018-19. The committee reported that it had held several meetings with the students and faculty members and had conducted a survey among the students. The committee also reported that it had taken several steps to prevent ragging, such as holding awareness programs and conducting surprise inspections. The meeting ended at 12:30 pm.

M. V. Narasimha Murthy
Principal



Minutes of Anti-Ragging Cell for the year 2019-20.

Minutes of the meeting of the Anti-Ragging Committee for the academic year 2019-20, held on 17 August 2019 at the Principal's office at 11:30 AM.

The meeting of the Anti-Ragging Committee constituted for the academic year 2019-20 was held on 17 August 2019 at 11:30 AM in the Principal's office.

The following members were present:

- 1. Mr. Anand Singh - Principal
- 2. Mr. C.C. Bhatnagar - Vice-Principal
- 3. Mr. Anand - Member
- 4. Mr. Singh - Member
- 5. Mr. Mahesh - Member
- 6. Mr. Anand - Member
- 7. Mr. Singh - Member
- 8. Mr. Singh - Member
- 9. Mr. Singh - Member
- 10. Mr. Singh - Member
- 11. Mr. Singh - Member
- 12. Mr. Singh - Member

Mr. Anand Singh - Principal (Vice-Principal)

Mr. C.C. Bhatnagar - Vice-Principal (Vice-Principal)

The committee decided to meet the students of ragging activity and to provide the help in the name of university college.

To ensure the student's safety, the meeting of the present year under the supervision of the committee.

To ensure the safety of the students, the committee decided to meet the students in the name of their safety and to provide the help.

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Approved while taking admission in the college.

The meeting was held in the name of the university college.

Minutes of the year ending meeting of the Anti-Ragging Committee for the academic year 2019-20, held on 20th August 2019 at the Principal's office at 11:30 AM.

The year ending meeting of the Anti-Ragging Committee constituted for the academic year 2019-20 was held on 20th August 2019 at 11:30 AM in the Principal's office.

The following members were present:

- 1. Mr. Anand Singh - Principal
- 2. Mr. C.C. Bhatnagar - Vice-Principal
- 3. Mr. Anand - Member
- 4. Mr. Singh - Member
- 5. Mr. Mahesh - Member
- 6. Mr. Anand - Member
- 7. Mr. Singh - Member
- 8. Mr. Singh - Member
- 9. Mr. Singh - Member
- 10. Mr. Singh - Member
- 11. Mr. Singh - Member
- 12. Mr. Singh - Member

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Anand Singh
Principal



Minutes of the Grievance Cell 2015-16.

2015-16

A meeting of Grievance Cell was held in the Council hall on 20th July 2015.

Subject: The student union put up a grievance regarding lack of portable working room and lack of privacy for boys within the College Campus.

Action Taken: The principal, had presided over a meeting with members constituted an emergency session of the College Council with

with the college union chairman, Council Secretary and PTA Secretary as special invitees. The Council unanimously agreed that the grievance was genuine and tried to be rectified. Council after the consultation, allocated the PTA Secretary to finance and furnish the desired building. The project was completed within one month and opened to the students.

The following Council members were present in the meeting:

1. Varghese A.P. member
2. Raja R.C. member
3. Joseph A.C. member
4. Mr. David member
5. Charles King member
6. Ramani G.C. member
7. Abhinav H. Student Representative
8. Dr. J. S. P.T.A. Secy

Minutes of the Grievance Cell 2016-17.

2016-17

A meeting of Grievance Cell was held in the Council hall on 20th July 2016.

Subject: The students union put up a grievance regarding lack of portable washrooms in the ladies waiting room.

Action taken: The principal had presided over a meeting with members constituted an emergency session with lady representatives, Chairman of the college union and PTA secretary as members to look into the issue and suggest a solution. The committee found that the complaint was genuine and needed immediate intervention. The college council directed the PTA to install two portable washrooms in the ladies waiting room and two dispensers, one in the recreation society and one in the ladies waiting room. The work was completed within two weeks and facility has been opened to the students.

The following committee members were present in the meeting:

1. Mr. Karthika Y. Student Rep.
2. Mr. Johnson B.S. Student Rep.
3. Mrs. V. A. Member
4. Suresh L. John member
5. Sri. Siva Raja K.S. member
6. Dr. Johnson B. P.T.A. Secy Member



[Handwritten Signature]
Principal

Minutes of the Grievance Cell 2017-18.

2017-2018

A meeting of Grievance cell was held in the Seminar hall on 24th July 2017

Discussion: Suggestion from students to set up a water cooler in the science block

Action Taken

The Principal Dr. S. Velazhambal, convened a meeting with college union members and PTA members to consider the proposal of setting up a water cooler in the science block. The PTA met up with the water supply committee and installed a water cooler at the entrance of the science block. The cooler also provides for providing filtered cool and warm water, so a 24 hour basis. Responses from the students indicate that the installation was whole heartedly welcomed by the student fraternity

1. Anurama A.S	Student Rep	Anurama
2. Vayalathes	Student Rep	Vayalathes
3. Hari V. G	member	Hari
4. Selva E	member	Selva
5. Nitya S. J	member	Nitya
6. Anupama R.S	member	Anupama
7. Dr. Jayaram R	PTA Secretary	Jayaram

Minutes of the Grievance Cell 2018-19.

2018-19

A meeting of Grievance Cell was held on 20th August 2018 at 3pm. The student union put up a grievance regarding the lack of bus service in Velamala Road.

The College Council discussed the matter at length and affirmed the decision. The principal is vinced by the. Convened a meeting with PTA to address the student's grievance of difficulty in transportation via the Velamala Road, due to scarcity of the Transport. The meeting discussed that possibility of purchasing a new bus. Since it was a costly proposition due to lack of funds for the academic year, the decision was taken defer the purchase by one year. Subsequently it has been purchased from the PTA funds for the academic year 2018-20.

1. Hari V. G	member	Hari
2. Nitya S. J	member	Nitya
3. Karthi	Student Rep	Karthi

Abin Asha	Student Rep	Abin
Ananya P.S	Student Rep	Ananya



[Signature]
Principal

Minutes of the Anti-Sexual harassment Committee, 2015-16.

Minutes of the meeting of the complaints committee on sexual harassment held on 17th June 2015 at 5 PM in the principal's chamber.

Following members are present:

- Dr. Rajendra K. Mishra, Principal
- Dr. Ananta Kumar Singh
- Dr. Sunil Kumar Singh
- Dr. Ananta Kumar Singh
- Dr. Sunil Kumar Singh
- Dr. Ananta Kumar Singh
- Dr. Sunil Kumar Singh

The chairperson Dr. Rajendra K. Mishra opened the meeting. He welcomed the members of the committee and the meeting was held. The committee decided to place a complaint form in the college premises.

Discussions were held on the importance of creating awareness and constructive communication among the

members among the staff. The committee decided to place a complaint form in the college premises. Constructive communication among the staff members is decided to display in the college. Constructive communication among the staff members is decided to display in the college. Constructive communication among the staff members is decided to display in the college.

Minutes of the meeting of the complaints committee on sexual harassment held on 17th August 2015 at 11 AM in the principal's chamber.

Following members are present:

- Dr. K. Venkata Kumar, Principal
- Dr. Ananta Kumar Singh
- Dr. Sunil Kumar Singh
- Dr. Ananta Kumar Singh
- Dr. Sunil Kumar Singh
- Dr. Ananta Kumar Singh
- Dr. Sunil Kumar Singh

The chairperson Dr. K. Venkata Kumar opened the meeting. He welcomed the members of the committee and the meeting was held. Discussions were held on the importance of creating awareness and constructive communication among the

members among the staff. The committee decided to place a complaint form in the college premises. Constructive communication among the staff members is decided to display in the college. Constructive communication among the staff members is decided to display in the college.

Minutes of the Anti-Sexual harassment Committee, 2016-17.

Minutes of the meeting of the complaints committee on sexual harassment held on 17th July 2016 at 2:30 PM in the principal's chamber.

Following members are present:

- Dr. K. Venkata Kumar, Principal
- Dr. Ananta Kumar Singh
- Dr. Sunil Kumar Singh
- Dr. Ananta Kumar Singh
- Dr. Sunil Kumar Singh
- Dr. Ananta Kumar Singh
- Dr. Sunil Kumar Singh

Following points were discussed for further action:

- Working rules of the committee was framed as per the UGC guidelines.

The committee decided to conduct a survey among the staff members regarding the working rules of the committee. The committee decided to conduct a survey among the staff members regarding the working rules of the committee.

[Signature]
Principal



Minutes of the Anti-Sexual harassment Committee, 2017-18.

Minutes of the meeting of the complaint committee on sexual harassment held on 28th July 2018 at 10:30 PM in the Principal's chamber.

Following members are present

- 1. Dr. H.E. Vincent Jay, Principal, Chairperson
- 2. Smt. Archana
- 3. Smt. Shilpa
- 4. Mr. Raju
- 5. Smt. Manjushree
- 6. Mr. Mahesh
- 7. Smt. Shobha Parvathi

The chairperson welcomed the members of the complaint committee and thanked them for their co-operation and valuable suggestions for the

smooth functioning of the complaint committee on sexual harassment during the last year 2017-18.

There was no case on sexual harassment during the last academic year. The committee members were notified to participate in workshops or short term trainings on sexual harassment conducted by various government agencies.

The meeting ended with vote of thanks by the chairperson.

Minutes of the Anti-Sexual harassment Committee, 2018-19.

Minutes of the meeting of the complaint committee on sexual harassment held on 27th June 2019 at 4:00 PM in the Principal's chamber.

Following members are present

- 1. Dr. H.E. Vincent Jay, Principal, Chairperson
- 2. Smt. Archana
- 3. Smt. Shilpa
- 4. Smt. Divya Manoj
- 5. Smt. Shobha
- 6. Smt. Divya Anand
- 7. Mr. Mahesh

The chairperson Dr. H.E. Vincent Jay opened the meeting. He welcomed the committee members and thanked them for their co-operation and valuable suggestions.

Committee decided to initiate

provision of a code and educational programme that is free from sexual harassment.

- Decided to develop anti-sexual harassment policy on basis based on various work areas and submit the same.
- Also decided to conduct regular awareness creating sessions for all staff to report harassment cases.

On the previous academic year no committee record on complaints either from students or faculty.

The meeting ended with vote of thanks by the chairperson.



Vincent Jay
Principal