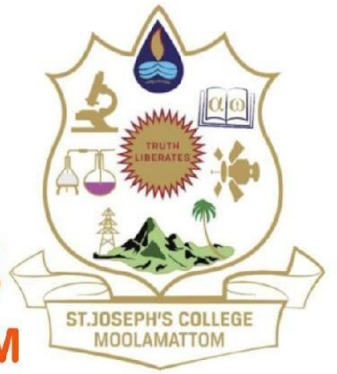


**ST. JOSEPH'S**  
**COLLEGE, MOOLAMATTOM**  
ARAKULAM P.O- 685591, IDUKKI, KERALA



**5.1.4**

**The Institution has a Transparent Mechanism for timely Redressal of Student Grievances including Sexual Harassment and Ragging Cases**

**Organisation Wide Awareness**





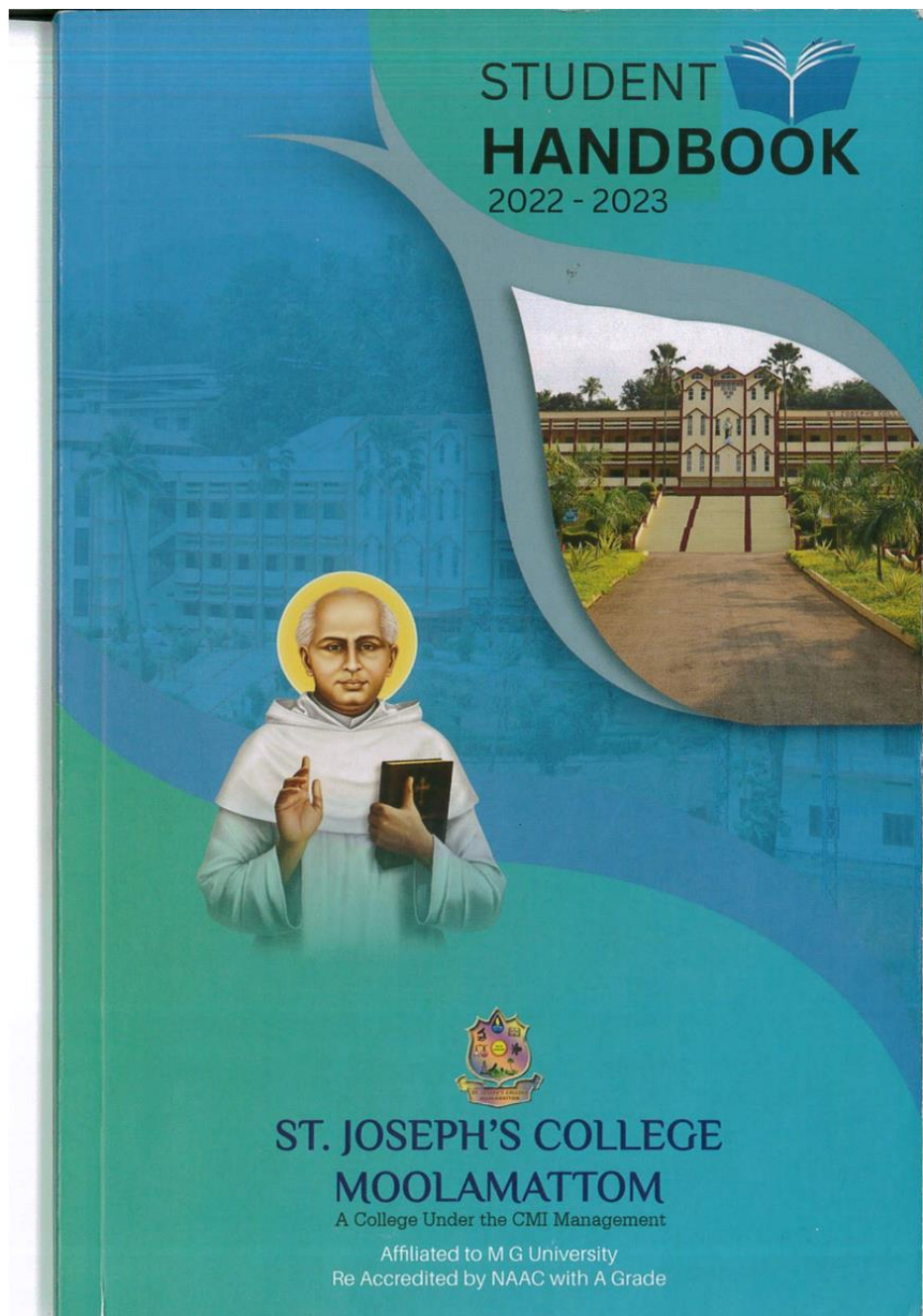
# ST. JOSEPH'S COLLEGE

## MOOLAMATTOM

ARAKULAM P.O- 685591  
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**Organization wide Awareness on Anti-ragging, Grievance redressal and Anti Sexual Harassment policies**

**Anti Ragging Awareness Through College Handbook 2022-23**







### ST. JOSEPH'S COLLEGE, MOOLAMATTOM

30. Every student must wear their uniform on Monday, Wednesday and Friday.
  31. Every student has to wear their Identity Card when they are in the college campus.
  32. There shall be a Class Council for every class comprising HOD, Tutor, Parent and Student representatives. The Council is responsible for monitoring and regulating the general discipline in the class concerned. The decision of the HOD is final in any matter of dispute.
- 2. Mahatma Gandhi University Students' Code of Conduct - Rules 2005 - Extracts**
- i. Prohibition on Political Activity inside the Campus**
    - (a) No student of a college shall get involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus
    - (b) Taking part in any political activity by organising students or to cause gatherings inside the college campus for the purpose of doing any activities as defined in Rule 4 (6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.
    - (c) It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organisations or students wings. The participants in the strike aforesaid shall be dealt with by the disciplinary



### ST. JOSEPH'S COLLEGE, MOOLAMATTOM

authority and they shall be imposed appropriate punishment as provided in these rules.

- (d) No student of a college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- (e) No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or cause disturbance and nuisance to the ordinary functioning of the institution.

These activities shall be treated as misconduct.

#### ii. Procedure for Imposition of Punishment

- (a) The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- (b) If, it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 1 above and that the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the college.
- (c) If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation inquiry, he shall report the matter to the College Council. After reporting the matter and after seeking the views of the Council referred to above the Principal shall appoint a competent teacher/teachers to inquire into the matter and to submit the report immediately.
- (d) The Inquiry Officer so appointed shall conduct inquiry without delay after gathering oral or written evidence from the complainant as well as person against whom the allegations/delinquency were made. The Inquiry Officer also shall give fair and responsible opportunity to all the



### ST. JOSEPH'S COLLEGE, MOOLAMATTOM

Internal Evaluation	Marks
Attendance	5
Assignment / Seminar / Viva	5
Test papers (2x5 = 10)	10
Total	20

9. For all courses with practical

a. Marks of external examination	:	60
b. Marks of internal evaluation	:	15

Internal Evaluation	Marks
Attendance	5
Assignment / Seminar / Viva	2
Test papers (2x4)	8
Total	15

\* However, for certain courses, if any other mode of distribution is prescribed in the syllabus, the marks should be awarded accordingly.

### 11. Grievance Redressal Mechanism

A Grievance Redressal Mechanism operates in the college in order to settle the grievances of the students. It is a three tier system which functions in the following way.

- Tier 1 - Class Teacher
- Tier 2 - Head of the Department
- Tier 3 - Principal/ Principal in consultation with the College Council.

Any matter of complaint / act of indiscipline of student, shall be first submitted to the class teacher concerned and if the complaint is denied of justice he/ she shall approach the HOD. If justice is denied there also, the matter is settled by the Principal.



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# POLICY DOCUMENT

[Policy Documents – St. Joseph's College moolamattom \(stjosephscollegemoolamattom.ac.in\)](http://stjosephscollegemoolamattom.ac.in)



## **Procedure for Redressal of Grievances**

A Grievance Redressal Mechanism operates in the college in order to settle the grievances of the students in time. It is a three-tier system which functions in the following way.

Tier 1 - Class Teacher

Tier 2 - Head of the Department

Tier 3 - Principal/ Principal in consultation with the College Council.

- Any matter of complaint / act of indiscipline of student is first submitted to the class teacher concerned and should be in written form. The grievance should be addressed to the competent authority within 24 hours of the alleged incidents. If the complaint is denied justice from the class teacher, he/ she approaches the HOD. If justice is denied there also, the matter is settled by the principal.
- Inter-department complaints are forwarded to the principal.
- In order to maintain the transparency and efficacy of grievance redressal mechanism, there function the following Cells in the college.
  1. Grievance Redressal Cell
  2. Internal Evaluation Grievance Redressal Cell: - Grievances pertinent to internal evaluation are resolved in the following levels.
    - Primary Level– Teacher Concerned
    - Department Level – HoD , Class Teacher, Teacher concerned
    - College Level – Principal and HoD
    - University Level– Pro- Vice Chancellor, Affiliation Committee convenor, Controller of Examinations
  3. ICC - Internal Complaints Committee for Prevention of Sexual Harassment of Women at Work Place
  4. Teachers' Grievance Redressal Cell
  5. Anti – Ragging Cell: -Ragging related grievances are forwarded to the police station without any delay.
- Grievances related to alleged incidents outside the campus are not entertained in the college, except conveyance and security related grievances during the time of travel to and from the college.





- Each department maintains a minutes book stating the redressal of the complaints received.
- Any grievances received from girl students are taken seriously and forwarded to respective committees which are constituted as per government and university rules and regulations.
- Depending on the nature and gravity of the complaint, necessary action is taken by the principal.

### **Mode of submission**

Students can lodge their complaints with the competent authority in person/ drop their complaints in the complaint box kept in the college/ submit them in online mode through the college website.

(Url:[St.Joseph'sCollege.Moolamattom\(google.com\)](http://St.Joseph'sCollege.Moolamattom(google.com)) or Url:[Grievance\\_Application.pdf\(stjosephscollegemoolamattom.ac.in\)](http://Grievance_Application.pdf(stjosephscollegemoolamattom.ac.in))) .

### **Time frame of Grievance Redressal**

The temporal duration taken to redress the grievances depends on the gravity and nature of grievances. The prospective time taken to redress grievances follows.

- Mild complaints lodged with the class tutor are resolved in the day of submission
- Grievances forwarded to the HoD concerned are resolved within two days from the date of submission
- Grave complaints forwarded to the principal/ lodged with the principal by students are resolved within a week of submission



### LEGAL AWARENESS CLASS

The Anti ragging cell of the college organised a legal awareness class for the students on 30/09/2021. The session was conducted by the Anti ragging cell faculty member, Dr Praveen Joseph. The students were given awareness on the laws related to anti ragging. The activity was meant to create awareness on ragging related issues and the punishment which will be given for any student who is involved in ragging.



Dr. Praveen Joseph addressing the students on the legal protections for anti-ragging.



### POSTERS OF RAGGING FREE CAMPUS

