

CONSOLIDATED REPORT OF GRIEVANCE REDRESSAL COMMITTEE: 2017 -2022

The college constituted all statutory committees and cells to ensure transparency in providing fair, impartial and consistent mechanism for redressal of varied issues faced by the students, faculties and non-teaching staff members, as per directions from the UGC and state government. The Student Grievance Redressal Policy was formulated and is published in the college website. The grievance redressal policy was also formulated shall be in consonance with the UGC and State Government Norms, the provisions of which shall have an overriding effect in case of any ambiguity or conflict, at any point of time. The IQAC conducts annual meeting of the grievance redressal committees and the activities of each year is reported by the concerned conveners at the meeting.

Student Grievance Redressal Committee

The Students Grievance Redressal Committee is constituted as per MG University Student's Code of Conduct Rules - 2005. The Committee consists of three teachers nominated by the college council of whom one shall be a lady teacher. The students can submit their grievances in writing to the principal. The cell will meet as and when it is required and take suitable measures for the grievances addressed to it.

The committee for 2022 -23

Ms. Imme Maria Thomas, Dept of Economics	Chair person
Mr Michael Thomas, Dept of Botany	Member
Mr Tojo Thomas, Administrative staff	Member
Alan Cyriac, II M.Sc. Botany	Member
Aparna P.J., III B.Sc. Botany	Member
Chairman, College Union	Ex-officio member
General Secretary, College Union	Ex-officio member

Anti- Ragging Committee

The University Grants Commission framed “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” that should be mandatorily followed by all universities and colleges. A nationwide anti-ragging toll-free helpline 1800-180-5522 in 12 languages has been established which can be accessed by students in distress due to ragging. The Anti-ragging committee of the college shall make surprise raids in the hostel and other hotspots and is empowered to inspect places of potential ragging. It shall take appropriate actions including suitable punishments to those who are found guilty. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- (a) Suspension from attending classes and academic privileges.
- (b) Withholding/withdrawing scholarship/fellowship and other benefits.
- (c) Debarring from appearing in any test/examination or other evaluation process.
- (d) Withholding results.
- (e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- (f) Suspension/expulsion from the hostel
- (g) Cancellation of admission
- (h) Rustication from the institution for periods ranging from 1 to 4 semesters
- (i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- (j) Fine ranging between Rupees 25,000/- and Rupees 2,50,000/-.

(k) Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

The committee for 2022 -23

Dr Seemon Thomas, Principal	Chairman
Dr Jaimol James, Department of Economics	Convener
Mr Rony K. Baby, Dept of Political Science	Member
Rev. Dr Abhilash Dominic, Dept. of Malayalam	Member
Ms Renu Mathew, Dept of B.Voc	Member
Rev. Sr Ranitta FCC, Hostel Warden	Member
Rev. Dr Manoj Joseph, Bursar	Member
Circle Inspector of Police, Kanjirapally	Member
Mr Binu Thomas, Administrative Staff Representative	Member
Student Representative of Fresher's category	Member
Student Representative of Senior's category	Member

Internal Complaints Committee

The committee is constituted in view of UGC letter No.F-91-3/2014(GS) dated 06.06.2017 and in accordance with the provisions of the Sexual Harassment of Women Employees and Students in Higher Educational Institutions (Prevention, Prohibition and Redress) Act 2013. Any woman, (employee or student) of the college can approach the committee if she has any grievance of harassment of the nature stipulated in the Act. Any woman can submit their grievances in written form to the members of the committee. The cell functions with the following objectives:

- To prevent gender based violence and sexual harassment by promoting gender amity amongst all.
- To conduct gender sensitization programs and awareness lectures/workshops for students and staff on different aspects of gender amity.

- To make recommendations to the Principal for changes/elaborations in the existing gender sensitive practices.
- To recommend appropriate punitive action against the guilty party to the Principa

The committee for 2022 -23

Dr Seemon Thomas, Principal	Chairman
Dr Renjini Joseph, Dept of Chemistry	Convener
Ms Anu Joy, Dept of Mathematics	Member
Ms Soumya Maria, Dept of Economics	Member
Ms Jyolsna Abraham, Dept of Chemistry	Member
Ms Manjusha S.G., Department of Commerce (SF)	Member
Ms Jesna Jose, Junior Superintendent	Member
Rev. Sr Ranitta FCC, Warden, Pavanamatha Women's Hostel	Member
Rev. Fr Roy Mathew Vadakkal, Secretary, We Care Centre, Kanjirapally	Member

Gender Justice Forum

It is constituted as per G.O.(Ord.) No.973/2021/ H.Edn. dated 29.07.2021 for ensuring and promoting Gender equity measures and conducting awareness programmes on related matters.

The committee for 2022 -23

Ms Jisha Jacob, Staff Council Secretary	Chair person
Mr Rony K. Baby, Dept of Political Science	Member
Ms Dona Maria Saju , Dept of English	Member
Mr Mijo K. Joseph, Administrative Staff Representative	Member
Ms Shoneymol P. Thomas, Administrative Staff Representative	Member

SC/ST Monitoring Committee

The cell is constituted as per MGU letter No. 2634/SCST CELL dated 12.04.22 The cell functions with the following objectives:

- To guide the students who belong to the weaker section to avail all permissible scholarships and financial assistance and other facilities and privileges.
- To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationship among the students coming from various social backgrounds.
- To help individuals or a group of students belonging to the disadvantaged section of the society to contain the problems related to discrimination.
- To organize periodic meetings to monitor the progress of different schemes

Dr Seemon Thomas, Principal	Chairman
Dr Sallykutty Thomas, Dept of Botany	Secretary
President, Parathode Grama Panchayath	Member
Ms Dona Maria Saju, Dept of English	Member
Rev. Sr Rony K.C, Administrative Staff Representative	Member

Mechanisms for Submission of Online/Offline Students' Grievances

➤ Complaint and Sugestion Boxes

Students can submit Grievances and suggestions through boxes provided within the campus. The complaint boxes are regularly checked by authorised persons and complaints if any were rectified at the earliest.



➤ Grievance submission through College Website

Students can submit Grievances through e-mail address and phone numbers provided @ <https://sdck.in/grievance-cell.php>

ST. DOMINIC'S COLLEGE, KANJIRAPALLY
AFFILIATED TO MAHATMA GANDHI UNIVERSITY KOTTAYAM, KERALA
RE-ACCREDITED WITH A GRADE BY NAAC
ABSORB & RADIATE

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Students displayed on the website:

- Claris Romy, B.Sc Botany Model-II
- Dona Theres Abraham, BFM
- Misha Shajan, B.Com Model-1
- Abhinav Santhosh, BFM
- Jismi Cherian, B.Sc Botany Model-II
- Alvin Ann Shaji, B.Com Model-1
- Joslin Thomas, B.Sc Botany Model-II
- Rosmin Padinjarekkoott, B.Com Model-1
- Aswini K Anil, B.A English Model-II
- Ashima Ashok, B.Sc Botany Model-II
- Aparna Manoj, B.Sc Botany Model-II

Student Grievance Redressal Cell

The students can submit their grievances in writing to the members of the committee through the Principal. The committee will meet as and when it is required and take suitable actions for the grievances addressed to it.

Students can submit their grievances through principal@sdck.in

Dr Seemon Thomas, Principal	Chairman	+919495325341
Prof. Jisha Jacob	Member	+919495095230
Prof. Sony Joseph	Member	+919447528092
Prof. Anoop Tom Thomas	Member	+919961406491
Rev. Dr Manoj Joseph, (Bursar)	Member	+919446137438

Anti-Ragging Committee

The University Grants Commission framed "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" that should be mandatorily followed by all universities and colleges. A nationwide anti-ragging helpline 1800-180-5522 in 12 languages has been established which can be accessed by students in distress due to ragging. The Anti-

The Phone Numbers and e- mail Id's of all faculty members and non teaching staff are provided in the college handbook. The faculty members are instructed to be open towards addressing grievances from any student of the college, approaching them at any time. The same should be reported to the Grievance Redressal Committee members and the higher authorities immediately. A trained counselor is visiting the college every week and counsels needy students. The students are also being trained to support peers with grievances, as part of KARUTHAL Scheme of the College.

Important Grievances Reported and Remedial measures initiated during last 5 years

Grievances Reported	Remedial Measures Implemented
Insufficiency of Interval time	Interval time increased by 5 more minutes
Congested Library	Library Stack area increased with RUSA Funds
Lack of Spacious Class rooms for few programmes	New Academic Block constructed
Lack of Toilet Facilities	Constructed Toilet Complex in Old Academic Block New Academic Block constructed with enough toilets
Lack of research equipments in Science	Science Research Lab constructed and equipments purchased with DST FIST Fund
Uniform for PG students	Implemented since 2017
Lack of Gymnasium facilities	The sports gymnasium was upgraded and made open to all students.

One day off for Uniforms	Decided to make Uniforms not compulsory on Wednesdays
Lack of Spacious and modern canteen facilities	Canteen Cum Mutlipurpose student amenity centre constructed with RUSA funds
Lack of skill development programmes	Ensured that more skill oriented programmes are conducted by departments
Price of canteen food and products	Possible price adjustments made and students are informed about the methodology of pricing
Time schedule of online classes	Online classes scheduled with enough break time
Lack of network coverage for attending online classes	Reported to BSNL and other network providers
Security for objects kept within the campus	CCTV Cameras are installed
Lack of Ladies hostel in Campus	Started functioning in campus since 2019 with all facilities
Lack of enough ICT Facilities	Constructed sufficient ICT enabled classrooms and Halls
Lack of internet connectivity	100 percent free Wi-Fi Campus with 200 Mbps Connection
Lack of required books in library	Books purchased as per requirements and digital library facility was opened
Lack of spacious accommodation facilities for students supported by Kerala Sports Council	Hostel room for students supported by Sports Council was constructed in the ground Floor of New academic Block.
Enhancing awareness and education around gender issues through workshops and seminars	Conducted various seminars and workshops And prepared action plan for the next academic year
Lagging of university examinations	Communicated to University authorities

The stage of auditorium is not in good condition	Renovated the stage with all facilities
Sound system of Auditorium	Upgraded by the college
Sound system for open air programmes	College purchased portable sound system
Interruptions in power supply	Installed 5 KV solar Unit Granted 20 KV solar unit by RUSA (construction ongoing) College purchased one more Diesel Generator and installed a transformer within the campus.
Time lag in publishing University Examination Results	Communicated to University authorities
Parking Space for vehicles	Parking spaces are marked for students and staff
Lack of career training	More programmes conducted at department and college Level and number of placements had increased.
Change in college time	Make the students aware of the practical difficulties of change in college time.
Library working time	Increased the working hours of Library

The overall student feedback, student satisfactions surveys and teacher evaluation tools are also monitored and the grievances /suggestions raised in those exercises were also considered. Proper remedial measures are taken in those cases too. No major Ragging or Harassment cases were reported during these years. A few discipline related cases are managed by the discipline committee and college council.

The College authorities ensured the smooth functioning of the institution by considering all the grievances with an open mind and implemented all possible measures in a student friendly manner.

PRINCIPAL