#### 5.1.4. The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies
- 2. Organisation wide awareness and undertakings on policies with zero tolerance
- 3. Mechanisms for submission of online/offline students' grievances
- 4. Timely redressal of the grievances through appropriate committees

**HEI Input:** 

A. All of the above

**DVV** suggested Input:

C. 2 of the above

Query: DVV partner observed that HEI has not provided ample evidences like attendance sheet, geo-tagged photos with date and caption, circulars of awareness campaign for organization wide awareness campaigns for anti sexual harassments and anti-ragging cases; It is also observed that HEI has not provided mechanism for submission of online / offline complaints of students grievances through Email and complaint box; HEI needs to provide academic year-wise Minutes of meeting of a meeting where concerned-raised/grievances/complaints raised by the students have been identified, and resolved thereafter; HEI to provide Proof of constitution of Internal committees as per UGC norms.

**RESPONSE**: In response to the DVV partner's observations, we are submitting the following:

- 1. **Awareness Campaigns**: Evidence of anti-sexual harassment and anti-ragging campaigns, including attendance sheets, geo-tagged photos, and circulars, are provided.
- 2. **Grievance Mechanism**: Proof of offline mechanisms for grievance submission is attached.
- 3. **Minutes of Meetings**: Year-wise minutes addressing student grievances and resolutions are uploaded.
- 4. **Internal Committees**: Constitution documents of internal committees as per UGC norms are provided.

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#### 5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

Proof of Awareness campaign for organization wide awareness campaigns for anti sexual harassments and anti-ragging cases

#### ANTI- RAGGING AWARENESS CAMPAIGN



Anti- ragging committee and PTA jointly organized Inauguration of Anti-Ragging awareness campaign Program on 10/8/23 at college auditorium. Vinod Kumar Y (Anti- Ragging committee Member Kannur University) inaugurated the program. Jb Adv. Mahamood P (Manager Sir Syed College), Mr. Abdul Jabbar C C (Convener Discipline & Anti- Ragging Committee) Dr Sreeja P, Dr. Mahesh KV and Hamsa C K addressed the gathering. BA, BSc, BCom, BMMC Third semester Students (around700 students) attended the program. Classwise anti- Ragging campaign, distribution of pamphlet, Street Play and display of Banner at various corner of the campus will undertake as part of week long campaign against anti-ragging.

#### ബോധവൽക്കരണം നടത്തി



രണ്ട്, മൂന്ന് വർഷ വിദ്യാർത്ഥികൾക്ക് റാഗിംങി നെക്കുറിച്ച് ബോധവത്കരണ ക്ലാസ് നടത്തി. പരിപാടിക്ക് ഡോ. ബേബി ഷിജാൻഷാ സ്വാഗതം പറഞ്ഞു. ഇസ്ഭായിൽ ഒലായിക്കര (പ്രിൻസി പാൾ) അധ്വക്ഷത വഹിച്ചു. കോളേജ് മാനേജർ അഡ്യ. പി മഹമൂദ് പരിപാടി ഉദ്ഘാടനം ചെയ്തു. അഡ്യ. ഷജിത് എം. ക്ലാസ്റ്റ് എടുത്തു. പുരുഷോ ത്തമൻ ടി. വി., ഹംസ സി. കെ. എന്നിവർ സംസാരി ച്ചു. സിറാജ് പി. പി. നന്ദി പറഞ്ഞു.

#### ANTI-RAGGING CAMPAIGN



In association with Anti-ragging committee and Discipline Committee, PTA of Sir Syed College has organized an Awareness class about Legal aspects and problems of ragging for second year students. Dinesh A.V. (Circle Inspector of Police, Taliparamba) and Advocate Shajith M.M. and Abdul Rahoof A.G. (Assistant Sub Inspector, Payyannur) given awareness class to students.

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ises to enrich their understanding of forestry management and enhance their future contributions to sustainable forest practices.

സർ സന്റിദ് കോളേജ് ഡിസിപ്പിൻ കങ്ങി റ്റിയുടെയും ആൻ റാഗിംഗ് കമ്മിറ്റിയുടെയും സംയുക്താഭിമുഖ്യത്തിൽ ജഠത്ത യുടെ സഹകരണത്തോടെ നടത്തുന്ന റാഗിംഗ്

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വിരുദാ ക്യാസ്ഥയിന്റെ ഭാഗളായി വിവിധ ഡിലാർട്ടെത്ര്കളുടെ തോട്ടിസ് ബോർഡിൽ പതിക്കാനുള്ള പോസ്റ്ററുകളുടെ പ്രകാശനം സർ സയ്യിദ് കോളേ ജ് പ്രിൻസിദ്ദൽ ഡോ. ഇസ്ഓയിൽ ഓലായിക്കും ആന്റി റാമിംഗ് സ്ക്വാഡ് ജോയിൻ കൺവിതർ ഡോ. കെ. വി. ഫേഷിന് നൽകി നിർവഹിക്കുന്നു.



part of week long campaign against anti- ragging

Anti- ragging committee and PTA jointly organized Inauguration of Anti-- Ragging awareness campaign Program on 10/8/23 at college auditorium. Vinod Kumar Y ( Anti- Ragging committee Member Kannur University) inaugurated the program .Jb Adv Mahamood P (Manager Sir Syed College ), Mr Abdul Jabbar CC (Convener Discipline & Anti- Ragging Committee) Dr Sreeja P,Dr Mahesh KV and Hamsa CK addressed the gathering.BA,BSc, BCom,,BMMC Third semester Students ( around700 students ) attended the Classwise antiprogram . Ragging campaign, distribution of pamphlet, Street Play.and display of Banner at various corner of the campus will undertake as

#### റാഗിംഗ് വിരുദ്ധ ബോധവൽക്കരണ ക്ലാസ്



2024/06/27: സർ സയ്യിദ് കോളേജ് ആന്റി റാഗിങ്ങ് സെല്ലിന്റെ നേതൃത്വത്തിൽ വ്യാഴാഴ്ച്ച മൂന്നാം വർഷ ഡിഗ്രി വിദ്യാർഥികൾക്കു വേണ്ടി റാഗിങ്ങ് സംബന്ധിച്ച അവബോധ ക്ലാസ് സംഘടിപ്പിച്ചു. ഡോ. ഇസ്മായിൽ ഒലായിക്കര, പ്രിൻസിഷൾ, സർ സയ്യിദ് കോളേജ് അധ്യക്ഷത വഹിച്ച ചടങ്ങിൽ ലീഗൽ സർവീസ് കമ്മിറ്റി പാനൽ ലോയർ അഡ്വ ഷജിത്ത് നടുവിൽ ക്ലാസ് കൈകാര്യം ചെയതു. ഭഡാ. മഹേഷ് കെ. വി., ആന്റി റാഗിങ്ങ് സെൽ കോർഡിനേറ്റർ സ്വാഗതവും നന്ദിയും അറിയിച്ചു.

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#### Display of Anti Ragging Awareness poster across the campus and Hostels







#### SIR SYED COLLEGE Karimbam, Taliparamba, Kannur, Kerala, India - 670142

ANTI RAGGING COMMITTEE

CONTACT: 0460 2205866, 9744518208 & 9447196116

E-mail-mail@sirsyedcollege.ac.in



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**RAGGING <** 

Creates hatred Crushes self-esteem Instigates Negative Attitude Leads to Mental & Physical Trauma Of course, leads to jail

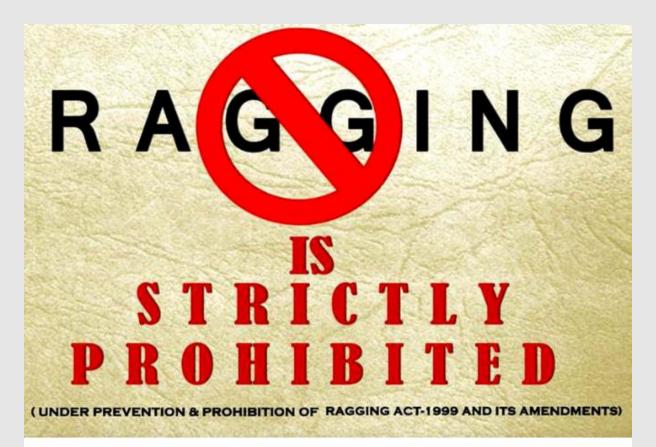




#### SIR SYED COLLEGE

Karimbam, Taliparamba, Kannur, Kerala, India - 670142 ANTI RAGGING COMMITTEE

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HEI needs to provide academic year-wise Minutes of meeting of a meeting where concerned-raised/grievances/complaints raised by the students have been identified, and resolved thereafter;

- 1. Click Here to view the Minutes of the Meeting of Anti Ragging Committee
- 2. Click Here to view Minutes of the meeting of Grievance Redressal Committee
- 3. Click Here to view Minutes of the meeting of Cell to Combat Sexual Harassments

HEI to provide Proof of constitution of Internal committees as per UGC norms;

- Click Here to view the Institution circulars related to the constitution of each committee.
- 2. Click here to view the steps for the offline submission of student grievances

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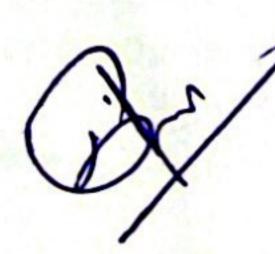
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PRINCIPAL
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## Anti-Ragging Committee Meeting Minutes Date: 14/6/22 Venue: Principal Chamber Time: 12. Pm

## Attendees:

- 1. Dr. Ismail Olaikara (Chairman)
- 2. Mr. Chandran K.K. (NGO Representative)/
- 3. Lt. Dr. Baby Shijansha,
- 4. Dr. Siraj P.P.
- 5. Ms. Bushra N.
- 6. Mustafa T
- 7. Hamsa C K
- 8. Dr Linu M K
- 9. Abdul Jabbar CC
- 10. Haseena KP
- 11. Muneer KK
- 12. Muhammad Shafeeque M



### Agenda:

- 1. Anti-Ragging Measures for 2022-23
- 2. Discussion of Orientation Program for New Students
- 3. Anti-Ragging Workshops
- 4. Distribution and Effectiveness of Anti-Ragging Booklets
- 5. Legal Awareness Program
- 6. Monitoring Strategies and CCTV Implementation
- 7. Student Counselors
- 8. Helpline Effectiveness

Decision

1. Anti-Ragging Measures:

Decided to be implement anti-ragging measures including orientation, workshops, and distribution of materials Emphases the importance of a safe college environment.

#### 2. Orientation Program:

To Conduct in September; to brief students and parents on anti-ragging rules. Undertaking to be collected from students and parents.

#### 3. Anti-Ragging Workshop:

To be held in October; and to be attended by faculty, committee members, and students. New booklets to be released

#### 4. Distribution of Anti-Ragging Booklets:

Booklets included contact information for committee members and helpline numbers. Effective outreach noted; continuous distribution required.

#### 5. Legal Awareness Program:

To be Conducted with police and legal experts for senior <u>students.in</u> December Increased understanding of legal implications of ragging.

#### 6. Fresher's Day Conduct:

It is decided to conduct Freshers Day in creating a welcoming atmosphere.which May Encourage senior students to foster a positive environment.

#### 7. Anti-Ragging Posters and Banners:

Banners to be displayed prominently; posters placed in high-traffic areas.

#### 8. Anti-Ragging Committee and Squad Updates:

Regular inspection to be conducted for effective monitoring and response to complaints if any
Surprise checks to be done in amours and hostel; need for continued vigilance.

## 9. Monitoring Strategies:

Faculty is to be assigned to monitor different areas; efficacy to be evaluated. CCTV cameras to be installed / checked at strategic locations to deter ragging.

#### 10. Student Committee:

Counseling sessions are to be held regularly; feedback on student support are to be appreciated. Recommended for further engagement with students.

#### 11. Helpline Effectiveness:

Toll-Free Helpline to be established; awareness needs enhancement. promote helpline details through various channels.

## Action taken report

Continued regular monitoring of the Anti-Ragging measures Evaluated and enhance ongoing initiatives based on feedback. Plan for additional awareness programs and outreach activities.

#### 1. Orientation Programme

An orientation session for first-year students and their parents was conducted in September, focusing on anti-ragging rules and providing a list of contacts for reporting incidents. Undertakings were signed by students and parents.

#### 2. Anti-Ragging Workshop

In October, a workshop was organized for faculty, committee members, and students across all years. New anti-ragging booklets were released, and a 3-minute video was shown to highlight the consequences of ragging.

#### 3. Distribution of Materials

Anti-ragging booklets were distributed to students, detailing committee members, helpline numbers, and contacts for immediate assistance.

#### 4. Legal Awareness Program

Police officers and legal experts conducted awareness sessions for senior students, emphasizing legal implications of ragging.

#### 5. Fresher's Day

A Fresher's Day event was held to welcome new students and help them familiarize themselves with faculty and seniors in a supportive environment.

#### 6. Posters and Banners

An 8x6 feet banner displaying helpline numbers was installed outside the college, alongside 10 posters placed throughout campus and in hostels.

#### 7. Anti-Ragging Committee

Regular meetings of the Anti-Ragging Committee were held to assess situations, plan counseling sessions, and respond to complaints effectively.

#### 8. Anti-Ragging Squad

An anti-ragging squad of 11 members was formed to conduct surprise checks in areas where students congregate.

#### 9. College Monitoring Committee

Faculty members were designated to monitor various areas within the college for potential ragging incidents.

#### 10. Student Anti-Ragging Committee

A committee of student representatives (both male and female) from NSS and NCC was established to foster peer support against ragging.

## 11. Student Counseling

Regular counseling sessions were organized by the Student Welfare Committee to address behavioral issues and support students.

#### 12. CCTV Surveillance

CCTV cameras were installed at key points throughout the college to deter ragging.

## 13. Anti-Ragging Undertaking

Students and parents completed anti-ragging undertakings upon joining the college.

#### 14. Toll-Free Helpline

Students in distress due to ragging can access the toll-free helpline at 1800-180-5522 or email helpline@antiragging.net. Emergency contacts include the UGC surveillance agency Aman Satya Kachroo Trust at 09871170303 and 09818400116.

#### Conclusion

The college remains committed to maintaining a safe and supportive environment for all students, with comprehensive measures in place to prevent and address ragging. Regular reviews and updates to these initiatives will continue to ensure effectiveness.

SIR SYED COLLEGE

TALIPARAMBA-670142

# Anti-Ragging Committee Meeting Minutes Date:5/1/2023 Venue :Principal Chamber Time: 2 Pm

### Attendees:

- 1. Dr. Ismail Olaikara (Chairman)
- 2. Lt. Dr. Baby Shijansha,
- 3. . Hamsa C K
- 4. Haseena KP
- 5. Ms. Bushra N.
- 6. Mustafa T
- 7 Abdul Jabbar CC

8. Dr Linu M K

9. Muhammed Shateegneing

## Agenda:

- 1. Anti-Ragging Measures Evaluation
- 2. Orientation Program for New Students- evaluation
- 3. Anti-Ragging Workshops- evaluation
- 4. Distribution and Effectiveness of Anti-Ragging Booklets
- 5. Helpline Effectiveness
- 6. Working of Student Counselors- analysis

Decision

1. Review of Anti-Ragging Measures:

Decided to evaluate various anti-ragging measures including orientation, workshops, and distribution of materials- feedback to be sought from parents/ students/ teachers etc

## 2. Review of Orientation Program:

Decided to include PTA in anti ragging campaign and The suggestions of review committee accepted to improve facilities in campus

3. Review of Anti-Ragging Workshop:

Feedback from attended faculty, committee members, and students collected and decided to accept the recommendations and to act accordingly

4. Distribution and Effectiveness of Anti-Ragging Booklets

Decided to include name and phone number of police / counselors in Booklets which included contact information for committee members and helpline numbers.

5. Helpline Effectiveness

Decided to ensure the effectiveness of toll free number in curbing the menace of ragging

6. Review of Anti-Ragging Committee and Squad Updates:

Decided to increase the number of Surprise checks to be done in amours and hostel

7. . Monitoring Strategies:

Faculties are separately assigned to monitor different areas; efficacy to be evaluated. CCTV cameras to be installed / checked at strategic locations to deter ragging.

8. Student Committee:

Decided to to give Counseling sessions as per need of the students

Action taken report

Several measures were planned and executed in timely manner

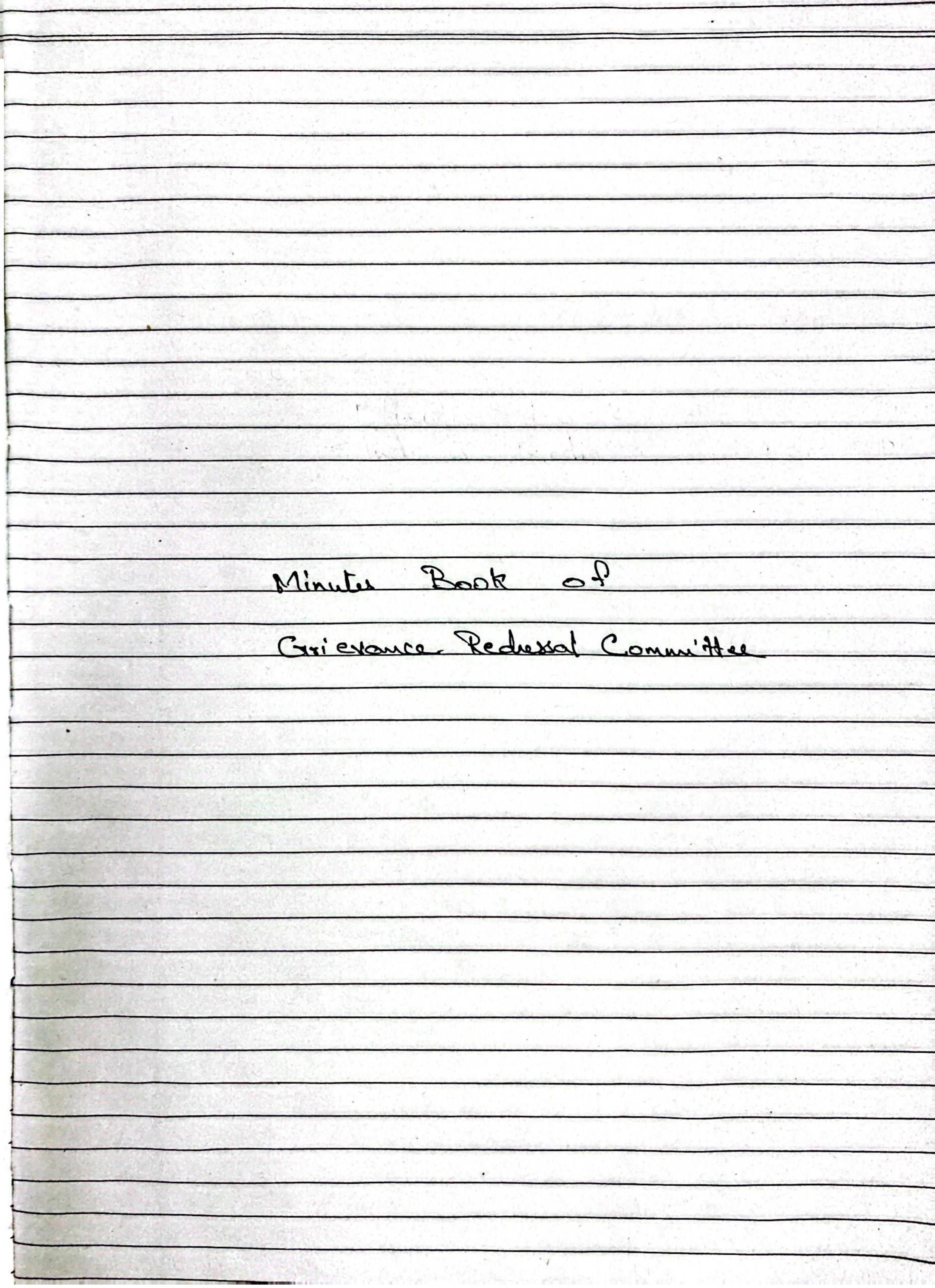
Review of orientation program / workshops/ counseling/ display of anti ragging posters etc done on 29/7/22,,7/10/22and 21/1/23

All committee members helped to prepare blue print for future action plan based of current experience

Conclusion

College want to continue as ragging free campus with providing measures to curb it through community participation

PRINCIPAL
SIR SYED COLLEGE
TALIPARAMBA-670142



## 2018-19

Mems ben of	arievance Rechessal Committee
Dr. Shefi. A.E	- Convener
2. Dr. aavatii. R. 9	Jamboa
2. Dr. Cayatii. R. o 3. Mr. Suhara K	
4. Mr. Straj. P	
5. M. Deepart	
G. Ms. Snehac	
7. Ms. Jaseona K	
The succession	

From

Sreeghma 11 Sem Msc Bolany 3r Gred College

The Convener Groverance Redusal Cell Sh Syd College

I am worthy this letter to express my comean regarding the substanders quality of food sewed in the college conteen. Is a strictent I frequently use the conteen service. I was served with uncooked chicken brigani gesterday (12-2-19) afternoon. Thouse brought this issue to the allertion at the cardeen stoff but no significant improvements have been made. they I would like to through your attention to the poor bygine and cleanliness of the college courteen

I request the arrevance Redressal cell to book into this matter ingountly and take necessary action to address these concerns

13-2-19 Karintum

Thomking Yen Junia tackholy July

Minutes of Student Redressal Grievance
Commisse Meeting hold on 14-02-19
in Principal Office at 11:30am.
Agenda
+ Idenora
Land Land Recording
1. Discussion on the letter tecentres you have steened
11 Wile Doland Son Joon College redording book
1. Discussion on the letter received from Ms. Greekhura 11 Msc Botany, six Spech Collège regarding poor quality of Good of the cortège Soution.
Members Present.
1. Dr. P.T. Abdul Azeez, Collège Principal
2. Dr. Shel: AE Convener Grevance Redressalcell Spi
3. Dr. Cayati. R. Nbr., Menster, " C. Am
4. Mr Sneha, Member, " Jo
5. M. Jaseera, " Jours
G. Ms. Suharak, 11 Sk
7. Mr. Hanza CK, Convener Conteen Supervising Committee fl
Carmon of Discussion.
The convener briefed the numbers about the letter
received from Misseerhma, 114MSr. Bodany highlighting
Jan
concern regarding the substandard quality of Jood of served in the college canteen
served in the college conteen
After discussing the Agenda the committee unanimously restolved the following.  1. The No. Content Supervising committee will be suggested to look Into the quality of food in the content.
resolved the Pollowing
1. The Ho Contain Supervising committee will be
suggested to look into the quality of food in the
Conteen.
2 The Committee do observe to innert the kid above
2. The Committee to ordine to inspect the kitchen and conteen primers to ensure cleanliness and:
hyginene.
3 Estrance Redresal Cell will conduct a surpice inspection of the contien.
inspection of the contieur.

Conclusion

The meeting concluded with a clear understry of the Issue and a plan to address them. The Crievance Reducted cell will ensure that the resolution are implemented the complaints conserve one resolved

Adjournent: The meeting was adjourned at 12.15pm

Convene.

Dr. Shefi AE

	Minuter of Student Redressal arievance Committee Meeting held on 23-3- in Principal Office at 3:00pm
	genda:
	1. To discuss action taken on the minutes of
	1. To discuss action taken on the minutes of a previous meeting. 2. Any other natters.
	2. An other notters.
	Members Present.
1.	Dr. P. T. Abdul Azegz, College Krincipal.
2-	Dr. Shef: AF Convenor, Craindine Rechesal Committee
	Dr. Cayati. R. Nhr, Member, 1
	Ms-Suhara, K, 11 dk
	. Mr. Jaseara, u freue
6	Ms. Sneha, "
Δ	es oftimes of the chance the site of
4	ter discussing the Agenda, the committee and solvered decided to that the resolutions of
	implemented and complaint concers are
	resolved
we a lot	Convener

### Members

### Menuhers of Skeichent Gnievance Redressal Cell

Ms. G.O. Mushuda Kauser - Conteener

Dr. Galyathri R Normhiar

Ms. Suhra K

Mls. Sneha C

Ms. Jasura K

Dr. Shedi. A.F

From
Anjana · K

III sem Bsc. Physics
Six Syed College ·

To

The Convener Greievance Redressal Cell, Six Syed College, Taliparambo, Kannur, Kerala -670142

subject: shortage of water supply during afternoon.

I am writing to bring to your attention the pressing uisue water scarcity on campus particularly during the afternoon

Details of the Greevance:

1. Insufficient water supply: water scarcity affects study hydration and samitation.
2. Impact on hygienes: Jailds & washrooms remain under to water storage.

I have reported this Lissue to the college administration department stuff on multiple occassions, but the problem persists.

I request the Greevance Redressal Cell-lo adress these concerns urgently and work bowards finding a solu

7-8-19

Thank you for you

Sincerly,

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11. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.
Minulia of Student Redussal Grievance Committee Meating held on 8-8-19 in Principal Office.
Meeting held on 8-8-19 in trineipal craice.
at 3pmi
Agenda
1. Discussion on the letter received from Anjanack,
11 sem BSc. Physics, regarding shortage of
water supply during afterdoon hours.
- white supply country
2. Any oblie matter
Members Present.
1. Dr.P.T. Abdul Azeez, Principal
2. Ms. B.D. Mashida Kaiser, Convener Cirievance
Redressal Cell mik
3. M. Snehac, Member, " the
4. Ms. Jaseon K, 1 Jeurs
5. Dr. Cayatii. R. Nhr n gr
The state of the s
Summan of Discussion.
ti. Establish the member about the
Late con ' and Low O A. in a K. III some Place.
highlighting concerns regarding water scarcily of
Jana .
Campu.
· · · · · · · · · · · · · · · · · · ·
The committee to resolved the following -
1. The maintanance officer should inspect water supply lines and resolve any teaks or blockage.  2. Conduct a water audit 15 identify areas  of wastage
supply lines and resolve any baks or blockage.
2. Conduct a water audit 10'identify arens
d wastage.
3. Implement rain water harvesting system. H. Cre de anonevers campaign on coater conservation.
4. Créate avouevers compaign on coater conservation.
Decisions
1. The Cirievance Redressal cell will monitor the
implementation d'artion plan.
1. The arievance Redustal all will monitor the implementation of action plan. 2. Maintance officer coll provide regular
$\mathcal{I}$

updates en neaterampply maindanance.

Adjournment: The meeting was adjourned at 4.20pm

> Mashauda kaus Convener).

	Minutes of Grievance Redund Call Meating held on 27-9-19 in Principal chamber at 10 pm
	Agenda
	To discuss action taken on the minutes of
2	Ruy aller matter
	Member Present
1.	Dr. P. T. Abdul Ageez, Frincipal. Dr. Sheli AF, Ramenan & Jo
2	
	Ms. Jaseera Jems
	Me. Sneha C
	Masheda Kauser mk
LA	to discussive the Agenda, the Committe is
1	by satisfied with the implementation of
7	Glution bekon during the prévious mentige
	The complaint concerns one resolved.

The state of the s

mk onvener.

## 2020 - 202

### Members of Civievance Reducal Committee

- 1. Mr. C.D. Masheda Kauser, Convener
- 2. Dr. Cayati. R. Nambian, Member 3. Ms. Jaseara. K.
- 4. Ms. Snehac

To be the first of the property of the first of the first

Muhammed Yousef V sem BA History Sie syed College

The Convener Guerance Reckessal Cell Die syed Collège Yalipaiansba, Kannue, Kerala -670142

Subject: Complaint regarding Poor Chaliness/Maintenance nin Clas

I am writing to bring to your affection the standard clear and maintenance conditions in our classicoms. The issues obser miclude:

- Dusty furniture and floors
   Non-funtional/risufficient lighting and forms
   Broken I damaged chairs and desks
   Lack of waste bins and recycling facilities

These conditions hinder our ability to focus on ster and create an unhealthy learning environment. I have reported to issue to the department is faff on maltiple occasions, but the pro-fasists.

I request the guevance Redessal CeU to advers these conce agently and wook towards finding a solution. Sincerely

22.10.20

Kazimbum

Mincerely

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Minuter of Student Redressal arievance Committee
Meeting held in Principal Office on 24-10-20
at 12 pm. Agenda To discuss and resolve the complaint regarding poor clearliners (maintenance in classicions. Any other matter. 1. Dr. Mohamed Ashraf Va zhapully, Principal. 2. Ms. G.D. Ma shuda Kamel Convener, Grier auce Redressal Coll my 3. Ms. Jaseera. K. Member udleur 5. Ms. Sneha. C. W. J. J. After discussing the Agenda, the committee 1. The Maintenance Officer coll curine daily
cleaning of classrooms 2. Non- Janilional light and Jan will be replaced 4. Provide additional maste bins and recycling

Mashuda Kauser

Minutes of the Civivence Fecherell Committee held on 4-12-20 in Principal Chamber at 4-pm. To down about the implinentation destails about the prime restricted as the find the 2. Ang Alexandres. Members quesent 1. Dr. Mohamed Ashraf Vaghapally, Principal 2. C.D. Maxhada Rouser mk 3. Crenjati RiNbr & After discussing the Apenda the committee takmendgme de dtigted with the Implemental de the resolution taken during last neating.
The complaint consum are resolved. pa.p Manshela Kanser Convener

### 2021-22

### Memhers

Memhers of Grievance Rectressal Cell

1) Ms. Mushwola Kouser - Comuner

2) Dr. Gayeethri R. Nombiar

3) Ms. Sneha C

4) Ms. Suehana K

5) Ms. Jayera. K

6) Ms. Ramzeena Azez

7) Ms. Chahabanu P.

From

Ashika. K.v 11 Sem Bsc Chemistry Sir Syed College Taliparamba

The convener

Chrievance Redressal Cell
Sir Syed College

Sir,

I am writing this letter to express my concern regarding the quality of food at girls hostelmess of sir syed college. I have trought this issue to the attention of the Hostel warden but no significant improvement have been made. I request the Grievan Redressal cell to book into this matter urgently and take necessary action.

Karimbam 11-12-21 Thanking your Yours Yours Laithfully

Ashika

Minuter of Student Redressal Grievance Counitles. Meeting in Principalis Africa on 13-12-21 at 11:30am.
Meeting in Principal's Office on 13-12-21
71 11.20 m
Agenda
1. To discuss and usalve the complaint regarding  The quality of good at hostel next.  2. Any other nather.
The quality of book of hostel men
Members Present
TIEUL BOLL FLOORING
1. 7. 111 61
1. Dr. Ismail Olayikkara, Principal 2. G.D. Mashida kouser, Convener mk
2. C.D. Mathiad Rousey, Convener min
3. Mrs. Sneha C., Member the
4. Ms. Jageera, Member Jeans
3. Dr. Gayati. R. Nhr, Member, Rechessal avievance cell on
6. Ms. Shahabanu. P. Sp.
1st. Ramseona Azeez Rapor
After discussing the Agenda the Committee Conder daken the following resolutions:
Curder daken the tollowing recolutions.
1. Hostel committee will be suggested to lookinto the
quality of Jood in horstelment.
2. They will be also directed to inspect the Kitchen and ness primises to ensure cleanliness
and hygine.
Condution.
The meeting concluded with a clear understady
at the issued and plan to ensure that the
Circue Redressal Coll will comme that the
resolutions are implemented and the complaints
oue concerns are resolved.
The meeting adjourned at 12.15pm:
mk
G.D. Mashuda kauscr

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Minutes of arievance Redressal cell- held on 4-2-22 in Principal chamber. at 3:10pm
held on 4-2-22 in Principal chamber.
at 3.10pm
- Agenda
1. To discuss about the implementations status about the resolution taken
L'in last has time
2. Ang other meeting.
2
Members Prosent
Dr. Ismail Olayitskara
2. G.D. Mashuda kauser mk
4. Cayati. R. Nhr Cuh
S. Shahabanu P. Sp
G. Snehac Jo
After discussing the Agenda. The committee is fully sortified by the implementation of the resolution taken during last meeting. The complaint concern are
I July satisfied by the implementation
meeting complaint country
resolved
mil
GD Mashuda Kause
Convener
the state of the s

2022-23	
Memhers	
Members et Grievance Rechressal Cell	
Journal of Contract	
is D. Complian Comments	
i) Dr. Crayathri R. Nambiar (conseener)  11) Ms. Suhmi K	
11) Ms. Sumu. K	
iii) Ms. Favila . K	
iv) Ms. Remscena Azeiz.	

From,

Muhammed Sabith

111 Sem Blom,

sü Syed College

To,

The Convenou Oprievance Redussel Cell Su Syed Glege Taliparamba, Kannue, Kerala-640142

Subject: Two-wheeler Parking Issues be students.

Sil,

I am writing to bring to your attention the pressing iss of two-wheeler parking for students on earnpus.

### Details of the Grievance:

- 1. Inadequate parking space: The current parking area is ins ificient, leading to congestion and chaos.
- 2. lack of security: Unattendeel vehicles are vulnerable to theft and damage.
- 3. Disorganized parking: No designated parking slots, causi confusion and wastage of time.
- I have brought this issue to the attention of the wadministration and security personnel on multiple occasions, no significant improvements have been made.
- I request the Grievance Redressel Cell to address the concerns urgently and work towards finding a solution.

25-9-22 Karinstam Thanking you Sincerely

Minutes of Student Redussal Grievance.  Committee Meeting held on 26-9-22  at 2.30pm in Principals Office.
Committee Meeling held on 26-9-22
at 2.30pm in Principal's Office.
Agenda.
4
1. Creevance reduced about two wheeler parking
Issues for students
e. Any other natter.
3
Members Present
1. Dr. Ismail Olayikkara, Principal
2. Dr. agali. R. Nambiar Convener for
2. Dr. anydhi. R. Manbiar, Convener Jos. 3. Mr. Ramseena Azeez, Member Fanzez
4. Dr. Fabilack for
5. Mr. Suhara K. By
and the state of t
After discussing the Agenda the committee consoledate the following resolution.  1. The Security Officer will be asked to increase security patrols ground parking area.
the following resolution.
1. The security officer will be asked to increase
security pation around parking areas.
L. To condust a barking survey to assess success
requirements.  3. Install CrTV Camera in parking away.  4. Designate organized parking 810th with clear signage.
3. Install corridation in parking away.
4. Designate organized parking slot with clear
signage.
Conclusion
The neeting concluded asth a clear understanding
of the issues and slaw to evisure them. The
Exivence Reduxal Call will cursure that the
resolutions are implemented and the complainti
concerned are resolved.
The mosting adjustment at 3,200m.
The meeting adjourned at 3.20pm.

Dr. Cayatri. R. Nor Convener. From,

Muhammed Sabith

111 Sem Blom,

Sü Syed College

To,

The Convenou

Oprievance Redussel Cell

Sti Syed Glege
Taliparamba, Kannue, Kerala-640142

Subject: 7000-wheeler Parking Issues be students.

Sig,

I am writing to bring to your attention the pressing isso of two-wheeler parking for students on eampus.

## Details of the Grievance:

- 1. Inadequate parking space: The current parking area is instablished, leading to congestion and chaos.
- 2. lack of security: Unattendeel vehicles are vulnerable to theft and damage.
- 3. Disorganized parking: No designated parking slots, causing confusion and wastage of time.
- I have brought this issue to the attention of the wadministration and security personnel on multiple occasions, no significant improvements have been made.
- I request the Grievance Redressel Cell to address the concerns urgently and work towards finding a solution.

25-9-22 Karinstam Thanking you Sincerely

Minutes of Student Redussal Grievance
Committee Meeling held on 26-9-22
at 2.30pm in Principal's Office.
Agenda.
4
1. Circuance reduced about two wheeler parking
Usuas Jos students
e. Any other natter.
Members Present
1. Dr. Ismail Olayikkara, Principal 2. Dr. Gayahi. R. Mambian, Convener 3. Mr. Ramseana Azeaz, Member Fanzez 4. Dr. Fabila.k Ja 5. Mr. Suhara K. Sk
2. Dr. aggali. R. Nambian Convener In
3. Mr. Ramseana Azeaz, Member Fanzez
4. Dr. Fabila.k fa
5. Mr. Suhara K. BK
and the state of t
After discussing the Agenda the committee consoledate the following resolution.  1. The Security Officer will be asked to increase security pation around parking around.  2. To conduct a parking survey to assess student.
the following resolution.
1. The Security Officer will be asked to increase
security pation around parking areas.
2. To conduct a parking survey to arrest student
<u>requirements</u>
3. Install corridation in parking areas.
3. Install correction in parking areas.  A. Designate organized parking slob with clear
signage.
1
Conclusion
The neeting concluded with a clear understanding
of the issues and plan to evisure them. The
Erivence Radienal Call will consure that the
resolutions are implemented and the complainti
concerned are résolved.

The meeting adjourned at 3.20pm.

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Minuter af ariennee. Rechercal Committee on 28-10-22 in Principali Châber at 3pm
<u>Baenda</u>
1. To discuse the implementation status about the resolution taken in previous mosting.
2. Any other motter.
Members Bresent
1. Dr. Ismail Olayikkara, Principal 2. Dr. Garahi. P. Nambon, Convener, zur
2. Dr. Gayati. R. Nambon, Converer gin 3. M. Fasila. K. Fa
4. Ms. Suhara. R. &
After discussing he Agenda the committee
18 July salytied by the implementation
d the resolution taken during annions
neeting and found that the complaint
concer de resolved
and the same of th
Dr. Gayati. R. alm.

Meeting of the Permanent Cell to Combat Sexual Harassment held on 02 March 2019 at 11 am at the IQAC Room. Members Present: 1. B. Anitha 2 2. Lenu MK. 18 20 3. Dv. Nafeesa Baby Dl. 4. Dv. Gayatii R Nambrar gr

Agenda

Review of the committee for the year 2018-19

## Decisions:

- i) committee observed that no complaints were received during the year 2018-19
- 2) Decided to continue collaboration with LASS for generating awareness among girls on the campus against sexual harassment.

Meeting of the Committee to Combat Violence and sexual Harassment against Women held on 20 March 2020 at 10:00 am at the NCC 200m.

Members Present

1. Linu MK # Do May TP Day J. Sagithar P. K. We.

Agenda

Analysis of the functionings of the committee during the year 2019-20.

Deussons Taken.

· No complaint was received during the year 2019-20.

Deceided to work along side LASS to make women students feel safe & seeure on the campus.

Meeting of the Committee to Combat Violence & Sexual Harrasment Against Women held on 20 August 2020 at 11:30 at Room No: 332

AND WARRIED AND LOS TOURS

# Membess Present:

1. Linn MK 2. Ismail Olayikkara Maria 3. Suhra Kovvamnal Dan many plant in the second

Agenda: Action Plan for functioning of the committee for the year 2020 - 21.

## Decisions.

- . With the online mode of class going on in the college due to pandenice, no complaints regarding sexual harasment is expected.
- . Decided to convene the next meeting as and when work-from-home of online classes are suspended.

Meeting of the committee held on March 25. 2021 at 3:00 pm at Principal's chamber.

# Agenda

- · Review of the committee.

   Any other matter

# Members Present:

- Lenu MK

- Usmail Olayikkara Morrison Nafeesa Baby Ballon Sajilha PK Sapuraya

## Decisions

- The committee reviewed the status of confind that no complaints have been received.
- Decided to review the existing policies & procedures related to sexual harassment to legal guidelines & institutional policies
- Jenu MK entrusted with the task of replacing

the old 'complaints bon' with new one. To me II I had whit 35 in West Journal Puruspel's damber 1) Review of the sole & response by the of the 27th mos milation sither to monast (8 sale i Janeary brains - A malinato I was A Maria & Harmon K. P. arrive a I Conseered gave a breef oversion of the cell s no tremental lawres quetagines in de and divident and that have been (

Meeting of the Permanent cell to Combat Simu Harassment held on 28 July 2021 at 11 am at Principal's chamber. Agand Agenda

- 1) Review of the role & responsibility of the committee
- 2) Planning of future initialives

# Members present:

- 1. bomail Olayikkara

  2. Lienu MK
- 3. Bushea Nax
- 4. Haseena KP 1/2

### Decisions

- 1) Convener gave a biref overview of the cell's role in combating sexual haraisment on
- 2) Convener confirmed that no complaints have

- been received since the last meeting
- 3) Decided to post short films/videos in college whatsapp groups for creeting awareness among students & Staff.
  - 4) Decided to make the complaint mechanism more visible on campus.
  - 5) Decided to update posters & digital materials of to include online anonymous channels for reporting harassment.

Combat Sexual Harrassment held on 24 Mary 2022 at Room No 338 at 3:30 pm. Agenda: 1) Review of the Cell's functioning 2) Any other matter 1) Lina MK 2) Haseena KP 13 3) Bushea N Div Decisions 1) The meeting observed that there are no complaints 2) Decided to continue the efforts by

2) Decided to continue the efforts by posting videos I short films on sexual herassmit prevention periodically change whatsapp Meeting of the Permanent Cell to Combat Sexual Harassment held on Sep 14, 2022 at 3 pm at 1QAC Room.

## Agenda

- 1) Status of complaints received
- 2) Planning of preventive mitiatives

# Members Present

- 1) Lenn MK
  2) Bushea 25 3
  Nithasha Beegam Ghal
  3) Nithasha Beegam Ghal

## Deci brons

1) The meeting noted that no complaints have been series the last meeting

selsostil4

- 2) Acknowledged that this should not lead to complacency.
- 3) Decided to organize special campaigns targeting both students & faculty, highlighting reporting channels, legal peovisions & support mechanisms

Meeting of Permanent Cell to Combat Sexual Harassment held on Feb 20, 2023 at 3 pm at NCC Room.

# Agenda

- Review of the years retivities
- Planning for Women's Day awareness programme

Child of the same of the same

## Members

- 1. Lenu MK
- 2. Busha Extra 3. Nithanha

### Decisions

- Reviewed that no harassment complaint has been reported during the year
  - Members noted that this is a positive indication but agreed to remain vigilant.
- Conduct an awareness programme on Women's Day Convener charged with the tack of findy a suitable resource person:



The base of the state of the st

06-06-2019

### **CIRCULAR**

### **GRIEVANCE REDRESSAL CELL-2018-19**

The grievance Redressal committee for the academic year 2018-19 is constituted. The committee comprises the following members. In case of emergency, the students/parents may contact any one of the members listed below.

### Dr. Shefi A E (Convener)

Dr. Gayathri R Nambiar

Ms. Suhra K

Mr. Siraj PP

Ms. Deepa T

Ms. Sneha C

Ms. Jaseera K

COLLAR DE SE LE COLLAR DE SE L

Dr. ABDUL AZEEZ. P. T., M.A. Ph. D PRINCIPAL, SIR SYED COLLEGE TALIPARAMBA-670 142



### CIRCULAR

### PERMANENT CELL TO COMBAT SEXUAL HARASSMENT 2018-19

As per the regulations and guideline of Hon. Supreme Court and UGC, a Permanent Cell to Combat Sexual Harassment for the academic year 2018-19 has been constituted. The committee comprises the following members. In case of emergencies, the student/parent may contact any one of the members listed below

Ms. B. Anitha (Convener)

Ms. Linu M.K.

Ms. Subairath CT

Dr. Nafeesa Baby

Dr. Gayathri R Nambiar

Dr. ABDUIL AZEEZ, P. T., M.A. Ph. D. PRINCIPAL, SIR SYED COLLEGE

TALIPARAMBA-670 142

### CIRCULAR

### **ANTI-RAGGING COMMITTEE 2018-19**

As per the regulations and guideline of Hon. Supreme Court and UGC and Government of Kerala, the Anti-Ragging Committee of the college has been constituted. The committee for the academic year 2018-19 comprises the following members. The main objectives of this committee is to receive complaints and to take disciplinary actions against the complaints raised. In case of emergencies, the student/parent may contact any one of the members listed below

Chairman: Principal

Representative of Civil Administration: Tahsildar, Taliparamba

Representative of Police Administration: Circle Inspector of Police, Taliparamba

Representative of N.G.O. involved in Youth Activities: Mr. Chandran K.K., OISCA, Kannur

Representative of Local Media: Correspondent, Mathrubhumi, Taliparamba

: Correspondent, Malayala Manorama, Taliparamba

: Correspondent, Chandrika, Taliparamba

Representative of Faculty Members: Mr. Hamza C.K.:

Ms. Khairunnisa N.P.:

Dr. Ismail Olayikkara

Representative of Parents: Rafeek Dandy.

Representative of Non-Teaching Staff: Mr. Babu A.R., Senior Superintendent

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Dr. ABDUL AZERZ, P. T., MA Ph. B. PRINCIPAL, SIR SYED COLLEGE TALIPARAMBA-670 142



### CIRCULAR

### **ANTI RAGGING SQUAD 2018-19**

For the effective implementation of the Anti-Ragging activities inside the campus an Anti-Ragging Squad was constituted. The committee comprised of the following members.

Dr. Ismail Olayikkara (Convener)

Dr. Mahesh K.V.

Mr. Muhammed Sayeed T

Mr. Sirajudheen M P

Mr. Sidhique K P

Mr. Hyderali A

Dr. Fazal E



Dr. ABDUL AZEEZ. P. T., M.A. Ph. D. PRINCIPAL, SIR SYED COLLEGE TALIPARAMBA-670 142



### CIRCULAR

### **DISCIPLINE COMMITTEE 2018-19**

The discipline committee for the academic year 2018-19 is constituted. The committee comprises the following members. In case of emergencies, the student/parent may contact any one of the members listed below.

Mr. Hamza C.K. (Convener)

Dr. Ismail Olayikkara

Dr. Shefi A E

Ms. Mumthaz T.M.V.

Mr. Sidhique K.P.

Mr. Siraj P.P.

Ms. Bushra N.

Mr. Abdul Jabbar C.C.

Mr. Muhsin K.

Mr. Muhammed Ashraf C.

Dr. Sreeja P

Ms. Haseena K P

Mr. Abdul Rasheed Kinakkool



Dr. ABDUL AZEEZ, P. T., MA. Ph. D. PRINCIPAL, SIR SYED COLLEGE TALIPARAMBA-670 142

### CIRCULAR

### **GRIEVANCE REDRESSAL CELL-2021-22**

The grievance Redressal committee for the academic year 2021-22 is constituted. The committee comprises the following members. In case of emergency, the students/parents may contact any one of the members listed below.

### G.D. Mashuda Kauser (Convener)

Dr. Gayathi R. Nambiar

Ms. Suhara K.

Ms. Sneha C.

Ms. Jaseera K.

Ms. Ramseena Azees

Ms. Shahabanu P

Dr.Ismail Olayikkara MA.,Ph.D Principal Sir Syed College eliparamba - 670 142





### CIRCULAR

### PERMANENT CELL TO COMBAT SEXUAL HARASSMENT 2021-22

As per the regulations and guideline of Honorable Supreme Court and UGC, a Permanent Cell to Combat Sexual Harassment for the academic year 2021-22 has been constituted. The committee comprises the following members. In case of emergencies, the student/parent may contact any one of the members listed below

Ms. Linu M.K. (Convener)

Ms. Bushra N.

Ms. Fasila, P.M.

Ms. Sajitha P.K.

Ms. Haseena, K.P

KANNUR DT.

Dr.Ismail Olayikkara MA.,Ph.D Principal Sir Syed College aliparamba - 670 142



#### CIRCULAR

#### **ANTI-RAGGING COMMITTEE 2021-22**

As per the regulations and guideline of Honourable Supreme Court and UGC and Government of Kerala, the Anti-Ragging Committee of the college has been constituted. The committee for the academic year 2021-22 comprises the following members. The main objectives of this committee is to receive complaints and to take disciplinary actions against the complaints raised. In case of emergencies, the student/parent may contact any one of the members listed below

Chairman: Principal

Representative of Civil Administration: Tahsildar, Taliparamba

Representative of Police Administration: Circle Inspector of Police, Taliparamba

Representative of N.G.O. involved in Youth Activities: Mr. Chandran K.K., OISCA, Kannur

Representative of Local Media: Correspondent, Mathrubhumi, Taliparamba

: Correspondent, Malayala Manorama, Taliparamba

: Correspondent, Chandrika, Taliparamba

Representative of Faculty Members: Mr. Hamsa C.K.:

Lt. Dr. Baby Shijansha, K.P.:

Ms. Bushra N.

Representative of Non-Teaching Staff: Mr. Mustafa T., Senior Superintendent

KANNUR DT. M.

Dr.Ismail Olayikkara MA.,Ph.D Principal Sir Syed College



#### CIRCULAR

## **ANTI RAGGING SQUAD 2021-22**

For the effective implementation of the Anti-Ragging activities inside the campus an Anti-Ragging Squad was constituted. The committee comprised of the following members.

Lt. Dr. Baby Shijansha, K.P. (Convener)

Mr. T.V. Purushothaman

Mr. Hamsa C.K.

Lt. Dr. Linu, M.K.

Dr. Sreeja P.

Ms. Bushra, N.

Mr. Abdul Jabbar, C.C.

Dr. Siraj, P.P. Mr.

Muhammed Sayeed, T.

Ms. Haseena, K.P.

Mr. Muhsin K.

Mr. Muneer K.K.

Mr. Muhammed Shafeeque, M.





#### CIRCULAR

#### **DISCIPLINE COMMITTEE 2021-22**

The discipline committee for the academic year 2021-22 is constituted. The committee comprises the following members . In case of emergencies, the student/parent may contact any one of the members listed below.

# Mr. Hamsa C.K. (Convener)

Dr. Mahesh K.V.

Dr. Mumthaz T.M.V.

Mr. Muhammed Saleem P.M.

Ms. Sneha C.

Ms. Suhra K.

Mr. Abdul Jabbar C.C.

Ms. Khairunnisa N.P.

Mr. Mansoor N.K.

Lt. Dr. Baby Shijansha K.P.

Dr. Haris P.

Ms. Haseena K.P.

Dr. Fazal E.

Dr. Jafar M.P.

Mr. Jazeel K.

Dr. Siraj P.P.

Mr. Thwahir P.H

Mr. Navas Mannan

Mr. Muhsin K.

Mr. Muhammed Ashraf C





#### CIRCULAR

# **GRIEVANCE REDRESSAL CELL-2020-21**

The grievance Redressal committee for the academic year 2020-21 is constituted. The committee comprises the following members. In case of emergency, the students/parents may contact any one of the members listed below.

G.D. Mashuda Kauser (Convener)

Dr. Gayathi R. Nambiar

Ms. Suhara K.

Ms. Sneha C.

Ms. Jaseera K.

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Or, Mohamed Asraf Vazhapully M.Sc., Ph.D.

Associate professor in charge of the Principal Sir Syed College Taliparamba - 670 142



#### CIRCULAR

#### PERMANENT CELL TO COMBAT SEXUAL HARASSMENT 2020-21

As per the regulations and guideline of Honorable Supreme Court and UGC, a Permanent Cell to Combat Sexual Harassment for the academic year 2020-21 has been constituted. The committee comprises the following members. In case of emergencies, the student/parent may contact any one of the members listed below

Ms. Linu M.K. (Convener)

Ms. Sajitha P.K.

Dr. Nafeesa Baby

Suhra, K.

Dr. Ismail Olayikkara

Br. Mehamed Asraf Vazhapully W.Sc., Ph.D. Associate professor in charge of the Principal Sir Syed College Taliparamba - 670 142



#### CIRCULAR

# **ANTI-RAGGING COMMITTEE 2020-21**

As per the regulations and guideline of Honorable Supreme Court and UGC and Government of Kerala, the Anti-Ragging Committee of the college has been constituted. The committee for the academic year 2020-21 comprises the following members. The main objectives of this committee is to receive complaints and to take disciplinary actions against the complaints raised. In case of emergencies, the student/parent may contact any one of the members listed below

Chairman: Principal

Representative of Civil Administration: Tahsildar, Taliparamba

Representative of Police Administration: Circle Inspector of Police, Taliparamba

Representative of N.G.O. involved in Youth Activities: Mr. Chandran K.K., OISCA, Kannur

Representative of Local Media: Correspondent, Mathrubhumi, Taliparamba

: Correspondent, Malayala Manorama, Taliparamba

: Correspondent, Chandrika, Taliparamba

Representative of Faculty Members: Mr. Hamza C.K.:

Ms. Khairunnisa N.P.:

Dr. Ismail Olayikkara

Representative of Parents: Pradeep Kumar, N.K.

Representative of Non-Teaching Staff: Mr. Babu A.R., Senior Superintendent

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Dr. Mohamad Asraf Vazhabully M. Sc., Ph.D.

Associate profassor in charge of the Principal Sir Syed College

Taliparamba - 570 142



#### CIRCULAR

# **ANTI RAGGING SQUAD 2020-21**

For the effective implementation of the Anti-Ragging activities inside the campus an Anti-Ragging Squad was constituted. The committee comprised of the following members.

## Dr. Ismail Olayikkara (Convener)

Dr. Mahesh K.V.

Dr. Sreeja P.

Mr. Sirajudheen M.P.

Ms. Sidhique, P. C.

Mr. Hyderali A.

Ms. Shahabanu P.

COLLEGE EN TO THE PARTY OF THE

Dr.Mohamed Asraf Vazhapully M.Sc., Ph.D.

Associate professor in charge of the Principal Sir Syed College Tallegramba - 670 142



#### CIRCULAR

#### **DISCIPLINE COMMITTEE 2020-21**

The discipline committee for the academic year 2020-21 is constituted. The committee comprises the following members. In case of emergencies, the student/parent may contact any one of the members listed below.

#### Mr. Hamza C.K. (Convener)

Dr. Ismail Olayikkara

Dr. Mumthaz, T.M.V.

Dr. Mahesh, K.V.

Dr. Siddique, K.P.

Ms. Bushra, N.

Mr. Abdul Jabbar, C.C.

Ms. Khairunnisa, N.P.

Mr. Mansoor, N.K.

Dr. Baby Shijansha, K.P.

Dr. Haris, P.

Ms. Sneha, C.

Ms. Haseena, K.P.

Dr. Fasal, E.

Dr. Jafar, M.P.

Mr. Jazeel, K.

Mr. Siraj, P.P.

Mr. Muhammed Saleem, P.M.

Mr. Muhsin, K.

Mr. Muhammed Ashraf, C



Dr.Mohamed Asra" Vazhasulty M.Sc., Ph.D.

Associate professor in charge of the Principal Sir Syed College Teliparamba - 670 142



#### CIRCULAR

# **GRIEVANCE REDRESSAL CELL-2022-23**

The grievance Redressal committee for the academic year 2022-23 is constituted. The committee comprises the following members. In case of emergency, the students/parents may contact any one of the members listed below.

Dr. Gayatri R. Nambiar (Convener)

Ms. Suhra K.

Ms. Fasila, K.

Ms. Ramseena Azeez

KANNUR DT. M



#### CIRCULAR

#### PERMANENT CELL TO COMBAT SEXUAL HARASSMENT 2022-23

As per the regulations and guideline of Honorable Supreme Court and UGC, a Permanent Cell to Combat Sexual Harassment for the academic year 2022-23 has been constituted. The committee comprises the following members. In case of emergencies, the student/parent may contact any one of the members listed below

Lt. Dr. Linu M.K. (Convener)

Ms. Bushra N.

Ms. Fathimathul Nithasha Beegam I.

Mr. Sainul Abideen, P

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Or ismail Osoyikkara (RR., Pr., D., Pr.



#### CIRCULAR

#### **ANTI-RAGGING COMMITTEE 2022-23**

As per the regulations and guideline of Honorable Supreme Court and UGC and Government of Kerala, the Anti-Ragging Committee of the college has been constituted. The committee for the academic year 2022-23 comprises the following members. The main objectives of this committee is to receive complaints and to take disciplinary actions against the complaints raised. In case of emergencies, the student/parent may contact any one of the members listed below

Chairman: Principal

Representative of Civil Administration: Tahsildar, Taliparamba

Representative of Police Administration: Circle Inspector of Police, Taliparamba

Representative of N.G.O. involved in Youth Activities: Mr. Chandran K.K., OISCA, Kannur

Representative of Local Media: Correspondent, Mathrubhumi, Taliparamba

: Correspondent, Malayala Manorama, Taliparamba

: Correspondent, Chandrika, Taliparamba

Representative of Faculty Members: Mr. Hamsa C.K.:

Lt. Dr. Baby Shijansha, K.P.:

Ms. Bushra N.

Representative of Non-Teaching Staff: Mr. Mustafa T., Senior Superintendent

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#### CIRCULAR

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For the effective implementation of the Anti-Ragging activities inside the campus an Anti-Ragging Squad was constituted. The committee comprised of the following members.

Lt. Dr. Baby Shijansha, K.P. (Convener)

Mr. T.V. Purushothaman

Mr. Hamsa C.K.

Lt. Dr. Linu, M.K.

Ms. Bushra, N.

Mr. Abdul Jabbar, C.C.

Dr. Siraj, P.P.

Mr. Muhammed Sayeed, T.

Ms. Shahabanu, P.

Ms. Haseena, K.P.

Mr. Shajahan, V.K.

Mr. Ishaque K.P.

Mr. Muhsin K.

Mr. Muneer K.K.

Mr. Muhammed Shafeeque, M.





#### CIRCULAR

## **DISCIPLINE COMMITTEE 2022-23**

The discipline committee for the academic year 2022-23 is constituted. The committee comprises the following members. In case of emergencies, the student/parent may contact any one of the members listed below.

#### Mr. Hamsa C.K. (Convener)

Dr. Mahesh K.V

Lt. Dr. Baby Shijansha K.P.

Dr. Abdussalam, A.K.

Mr. Abdul Jabbar C.C.

Ms. Khairunnisa N.P.

Mr. Siddique, P.C.

Ms. Haseena K.P.

Ms. Fasila, K.

Mr. Shameel, K.

Ms. Sarayu Jayadevan

Dr. Jafar M.P.

Dr. Siraj P.P.

Mr. Thwahir P.H.

Mr. Shajahan V.K.

Mr. Ishaque K.P.

Mr. Muhsin K.

Mr. Muneer, K.K.

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https://sirsvedcollege.ac.in/igac/naac

## **5.1: Student Support**

# 5.1.5 The Institution adopts the following for redressal of student grievances

including sexual harassment and ragging cases

# Offline Grievances Redressal Mechanism of the College

#### STUDENT GRIEVANCE REDRESSAL PROCESS:

- An aggrieved student shall first present his/her grievance verbally or in writing to the Batch Coordinator/ HoD concerned or directly to the Principal. The student is to receive a response within one week of the presentation of grievance.
- For matters concerning a class or the campus as a whole, the aggrieved can maintain the anonymity if he/she wishes so. A registry is maintained for the purpose. A response is made available to the student community, if it is a matter of common interest. Otherwise, it is set aside
- The HoDs concerned have to forward the written grievances which requires the attention of the Grievance Redressal Committee within a week.
- The IQAC shall also function as a Registry to Grievance Redressal Committee. On receipt of grievance it shall be informed to the HoDs concerned.
- The aggrieved person may appear either in person or may be represented by such person as may be authorized to present his/case.

# Students have multiple avenues to submit their grievances, ensuring accessibility and convenience:

- Grievance Boxes located in both the campus and departments.
- Online grievance registration through the college website.
- Specific formats for exam-related grievances.
- Scheduled individual meetings with the principal.
- Communication with mentors or class teachers for immediate assistance and quidance.



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- The General Grievances Committee handles issues outside the scope of Examination, Ethics & Anti-ragging, and Internal Complaint Committee. This includes grievances related to admission, amenities, transportation, hostels, academic (excluding exam-related), and non-academic programs, as well as campus services and timing.
- Members of the General Grievances Committee oversee grievance/suggestion boxes placed across the campus. These boxes are opened monthly, and collected grievances are carefully verified and recorded.
- Upon verification, grievances falling under other committees are forwarded accordingly for their specialized redressal procedures.
- Each committee within the Grievance Redressal Mechanism operates in accordance with UGC norms, ensuring a structured approach to addressing grievances. Committees maintain detailed records of complaints received and actions taken.
- If stakeholders are dissatisfied with the decision of any specific committee, they have the option to escalate their grievance to the Principal. The Principal reviews such issues and presents them to the Grievance Committee for a final resolution, with the Principal's approval.

This structured approach ensures that all grievances are addressed promptly, fairly, and in adherence with established guidelines, promoting a harmonious environment within the institutio the General Grievances Redressal Mechanism presented in points:

# First Stage:

- The student informs her/his mentor or class teacher about the grievance.
- Grievances are registered in the Department Grievance register.
- Department Grievance cell includes HoD, a senior teacher, and the class teacher/tutor.
- Priority is given to resolving the issue within three days.
- The resolution is communicated to the student and recorded in the Department register.
- Department registers are countersigned by the principal at the end of each semester.

# Second Stage:

• If unsatisfied with the Department's solution, the student can escalate the grievance to the principal.

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- The principal presents the grievance to the Grievance Redressal Committee.
- The Committee convenes a meeting to reach a decision.
- The student is informed about the Committee's decision.
- The Grievance Redressal Committee submits its report to the principal within 15 days.
- A stakeholders' meeting is convened where the Committee members openly discuss and disclose the solutions to the raised grievances.

This structured approach ensures grievances are handled promptly, escalating to higher levels if needed, and involves open communication with stakeholders to ensure transparency and fairness in resolutions.

#### **Examination Grievance Redressal Committee:**

- Responsible for addressing issues related to both Internal and External examinations.
- Students can submit exam-related grievances using a prescribed proforma available at the College Information Centre.
- Online submission of exam grievances is also facilitated through the college website.
- Grievances collected from boxes across the campus are forwarded to the Examination Grievance Cell by the General Grievance Committee.
- The Examination Grievance Redressal Committee reviews the grievances and deliberates on appropriate resolutions.
- A decision is reached within the committee.

# Internal examinations grievances are addressed in three stages

## Stage 1:

- Grievance is reported to the Mentor or Class Teacher.
- If resolved internally to the satisfaction of the student, the process concludes at this stage.

# Stage 2:

- If the student is not satisfied with Stage 1 resolution, the matter is escalated to the HoD (Head of Department).
- The Department Grievance Committee discusses the grievance and reaches a solution.



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- The grievance is recorded in the Department Grievance register and countersigned by the Principal.
- The concerned student is informed of the decision within five days.

# Stage 3:

- If unresolved in Stage 2, the student may submit the grievance to the Principal.
- The Principal, along with the Examination Grievance Redressal Cell, reviews and resolves the grievance.
- The Examination Grievance Redressal Cell submits a report to the Principal for formal approval.
- The student receives notification of the decision within five days.

This structured approach ensures that grievances related to internal examinations are addressed progressively, with clear stages of escalation and timely communication to the student regarding the resolution of their concerns.