



# MAR THOMA COLLEGE FOR WOMEN PERUMBAVOOR

**5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**



## **CRITERION-5**

**STUDENT SUPPORT AND PROGRESSION**

**2017-2022**

**IMPLEMENTATION OF GUIDELINES OF STATUTORY OR  
REGULATORY BODIES**



## MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

(Affiliated to Mahatma Gandhi University, Kottayam. Re - Accredited by NAAC with 'B+')

Kerala 683 542

0484 2522723

Fax 0484 2520823

E mail : mtcwpbr@yahoo.in

### **Implementation of guidelines of statutory or regulatory bodies**

The institution has constituted committees such as Anti Ragging Committee, Anti- Sexual Harassment Cell and Student Grievance Redressal Cell to address and resolve any grievances arising within the institution.

As per the provisions of “UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009”, the college has set up an Anti-Ragging Committee to keep a watch and prevent incidents of ragging in the campus. It aims to foster healthy interpersonal relations among students in the campus. The institution has implemented a wide range of measures in line with the guidelines to proactively address and prevent instances of ragging. For instance, students are mandatorily required to fill the Anti-Ragging affidavit on the Anti-Ragging website of the UGC. To promptly identify any occurrences, strategic locations within the campus have been equipped with surveillance cameras. Regular interaction and counselling with the students are conducted to detect early signs of ragging and identification of trouble-triggers. Anti-ragging workshops and seminars are conducted to spread the idea among the students.

As per University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, the college has an Anti-Sexual Harassment Cell, which is now renamed as Internal Complaints Committee (ICC). The college regularly conducts training programmes on gender sensitisation and women rights to sensitise students and staff regarding the same. Services of the college counsellor are also made available to the students.

As per MG University Students' Code of Conduct Rules-2005 and UGC order F.No 14-4/2012 (CPP-II), University Grants Commission (Grievance Redressal) Regulations, 2014 , the college ensures that student grievances are addressed in a fair and transparent manner.

Complaint boxes are placed in designated locations in which students can drop in their grievances. A link has been provided in the college website for students to conveniently express their concerns and submit grievances. They may also mail their complaints to [mtcwgrievances@marthomacollege.ac.in](mailto:mtcwgrievances@marthomacollege.ac.in). The Cell Convenor periodically checks if any grievances are submitted so that they are promptly addressed and attended to.

Every year, all the above committees undergo a process of reconstitution to uphold transparency and facilitate unbiased and efficient resolution of grievances.



A handwritten signature in green ink, appearing to read "Jyothe Varghese".

Principal - in - charge  
Mar Thoma College For Women  
Perumbavoor - 683 542

**CONSTITUTION OF COMMITTEES**  
**2017-22**



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# ANTI- RAGGING COMMITTEE

## FUNCTIONS AND RESPONSIBILITIES OF THE ANTI RAGGING COMMITTEE

The college has constituted the Anti Ragging Committee, as per norms, to prevent and prohibit the incidents of ragging on campus. The responsibilities of the committee, include the following:

- To prevent the menace of ragging and to foster healthy inter personal relations among students in the campus.
- To keep a continuous watch and vigil over ragging so that its occurrence is prevented.
- To suitably and stringently deal with the incidents of ragging brought to the notice of the college.
- To offer services of counselling and create awareness among students.



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10-06-2021

This is to notify that the college has reconstituted the Anti-Ragging Committee for the academic year 2021-22 and the following persons are nominated as the members of the same:

Sl.No	Name	Designation
1.	Dr. Sujo Mary Varghese	Principal
2.	Dr. Anupama P	IQAC Co-ordinator
3.	Ms. Sherin T Abraham	Convenor
4.	Mr. Jibin Shibu Sam	Staff Representative Staff Advisor- Arts Club
5.	Ms. Chaithanya Elsa Achankunju	Staff Representative Staff Advisor- College Union
6.	College Union Chairperson	Student Representative



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09-06-2020

This is to notify that the college has reconstituted the Anti-Ragging Committee for the academic year 2020-21 and the following persons are nominated as the members of the same:

Sl.No	Name	Designation
1.	Dr. Gigi George	Principal
2.	Dr. Anupama P	IQAC Co-ordinator
3.	Dr. Melvi Chandy	Convenor Staff Advisor- College Union
4.	Ms. Roshin T Roy	Staff Representative Staff Advisor- Arts Club
5.	College Union Chairperson	Student Representative



  
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05-06-2019

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Sl.No	Name	Designation
1.	Dr. Gigi George	Principal
2.	Dr. Anupama P	IQAC Co-ordinator
3.	Ms. Sherin T Abraham	Convenor Staff Advisor- College Union
4.	Ms. Reemy Sara Mathai	Staff Advisor- Arts Club
5.	College Union Chairperson	Student Representative



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05-06-2018

This is to notify that the college has reconstituted the Anti-Ragging Committee for the academic year 2018-19 and the following persons are nominated as the members of the same:

Sl.No	Name	Designation
1.	Dr. Lisy Cherian	Principal
2.	Dr. Anupama P	IQAC Co-ordinator
3.	Ms. Sangeetha Rachel Koruth	Convenor Staff Advisor- College Union
4.	Dr. Rajani Jacob	Staff Representative Staff Advisor- Arts Club
5.	College Union Chairperson	Student Representative



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08-06-2017

This is to notify that the college has reconstituted the Anti-Ragging Committee for the academic year 2018-19 and the following persons are nominated as the members of the same:

Sl.No	Name	Designation
1.	Dr. Lisy Cherian	Principal
2.	Ms. Sherin T Abraham	IQAC Co-ordinator
3.	Ms. Preethi Sara Joseph	Convenor
4.	Dr. Annie Kurian K	Bursar
5.	College Union Chairperson	Student Representative



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## **ANTI- SEXUAL HARASSMENT CELL/ INTERNAL COMPLAINTS COMMITTEE (ICC)**

### **FUNCTIONS AND RESPONSIBILITIES OF THE ANTI SEXUAL HARASSMENT CELL**

The College has committed itself to provide a conducive environment in which the students, teachers and non- teaching staff can work together in an environment free of violence, harassment and exploitation. Keeping these into consideration, the college has constituted the Anti- Sexual Harassment cell to keep a watch on sexual harassment cases in the campus. The responsibilities of the cell include:

- To ensure provision of a safe educational and work environment that is free from sexual harassment.
- To take active steps against prevention of sexual harassment
- To ensure the creation of a mechanism of complaint creation that is safe, accessible and sensitive
- To adopt stringent measures against cases reported in the institution
- To provide emotional and psychological support to students in need.



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This is to notify that the college has reconstituted the Anti- Sexual Harassment Cell for the academic year 2020-21 and the following persons are nominated as the members of the same:

Sl.No	Name	Designation
1.	Dr. Sujo Mary Varghese	Principal
2.	Dr. Anupama P	IQAC Coordinator
3.	Ms. Sherin T Abraham	Convenor
4.	Ms. Preethi Sara Joseph	Staff Representative



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Sl.No	Name	Designation
1.	Dr. Gigi George	Principal
2.	Dr. Anupama P	IQAC Coordinator
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3.	Ms. Sangeetha Rachel Koruth	Convenor
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08-06-2017

This is to notify that the college has reconstituted the Anti- Sexual Harassment Cell for the academic year 2017-18 and the following persons are nominated as the members of the same:

Sl.No	Name	Designation
1.	Dr. Lisy Cherian	Principal
2.	Ms. Chaithanya Elsa Achankunju	Convenor
3.	Dr. Biju Jacob Thomas	Staff Representative
4.	Ms. Mini P. K	Staff Advisor – Arts Club
5.	Ms. Simi Paulose	Staff Advisor – Arts Club
6.	Mr. Gismon Thomas	Staff Representative



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# STUDENT GRIEVANCE REDRESSAL CELL

## FUNCTIONS AND RESPONSIBILITIES OF THE GRIEVANCE REDRESSAL CELL

The institution is committed to providing a safe and congenial learning atmosphere for the students. The Grievance Redressal Cell facilitates the resolution of grievances in a fair and unbiased manner, maintaining necessary confidentiality as the case may be. The responsibilities of the cell include:

- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the students
- To promote cordial and harmonious relationships between the different stakeholders
- To encourage students to express their concerns freely and openly without the fear of being victimized
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality



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This is to notify that the college has reconstituted the Student Grievance Redressal Cell for the academic year 2021-22 and the following persons are nominated as the members of the same:

Sl.No	Name	Designation
1.	Dr. Sujo Mary Varghese	Principal
2.	Dr. Rajani Jacob	Convenor
3.	Ms. Chaithanya Elsa Achankunju	Staff Representative
4.	Ms. Serene Anna Sam	Staff Representative



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