



**EKNM GOVERNMENT COLLEGE ELERITHATTU**  
**(Established in 1981, Affiliated to Kannur University)**

Accredited by NAAC with 'B' Grade

Elerithattu(PO), Nileshwar (Via), Kasaragod (Dist.), Kerala-671314, Ph: 04672245833, 9188900213

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## DOCUMENTARY EVIDENCE FOR

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

### **GRIEVANCE REDRESSAL MECHANISM**



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## **OBJECTIVES OF THE GRIEVANCE REDRESSAL**

The Institution has a transparent mechanism for the timely redressal of student grievances relating to internal assessment grades, discrimination by SC/ST/OBC students, ragging and sexual harassment, with the following broad objectives:

- Timely redressal of the grievances and concerns of students through appropriate committees.
- To develop a healthy Student-Teacher and Student-Student relationship.
- To encourage students to express their concerns and grievances without any fear of being victimized
- To maintain an inclusive educational atmosphere in the entire campus

### **PART A: IMPLEMENTATION OF GUIDELINES OF STATUTORY BODIES**

Statutory committees as required by the UGC guidelines have been constituted by the Principal at the beginning of the academic year itself to address various grievances from the students. The committee list is displayed in the college Notice board and the website. Following committees are functional in the college to address student grievances:

(i) Grievance Redressal Committee

(ii) Anti ragging Committee

(iii) Women Harassment Prevention Committee

(iv) Internal Assessment Grievance Redressal Cell

The committee members meet periodically to discuss and sort out complaints received during the period and gives recommendations to the concerned authority to implement the statutory regulations in force from time to time. It is evident that the measures taken by these committees have been effective as reflected in the downward trend in number of complaints being received in the recent years.

The robust relationship established between mentors and the mentee of each class has played a vital role in reducing the number of grievances received over the years. Mentors collect grievances of a collective nature during their weekly mentoring sessions and communicate them to the concerned authority so that they are addressed without delay. Confidentiality is ensured and the complaints can be filed either online or offline.

## E.K. Nayanar Memorial Government College, Elerithattu

ELERITHATTU (P.O), NILESHWAR (VIA),

KASARAGOD, KERALA – 671314

Affiliated to Kannur University

Telephone No: 0467-2241345

Email: eknmgovtcollege@yahoo.com

Website: www.eknmgc.ac.in

### DECLARATION

This is to declare that EKNM Government College Elerithattu, Nileswar (Via), Kasaragod, Kerala, 671314 adheres to the provisions of Statutory Regulatory Authorities as applicable to the institution as detailed in the table below,

Name of the Statutory Authority	Terms of Compliance	Status of Compliance
MHRD and University Grants Commission (UGC)	Faculty appointment – Basic qualification	Complying
	Faculty appointment – Reservation	Complying
	Faculty Placement and Promotion – Basic qualification	Complying
	Statutory committee-Constitution guidelines (Eg: Anti-ragging Committee, Committee against Sexual Harassment, etc.)	Complying
	Statutory committee-performance of mandatory duties	Complying
	Student-teacher ratio	Complying
	Model curriculum implementation	Complying
Government of Kerala and Directorate of Collegiate Education	Appointment of teaching and non-teaching staff – rules and regulations	Complying
	Mandatory welfare schemes for the staff	Complying
	Kerala Service Rules	Complying
	Other GOs/Guidelines/Circulars related with academics, student welfare and administration	Complying
RUSA	Utilisation of funds for construction, renovation and Purchase	Complying
	RUSA guidelines for the formation of Project Monitoring Unit and Board of Governance	Complying
Kannur University (Affiliating university)	Reservation norms in student admission	Complying
	Internal assessment guidelines	Complying
	Rules and Regulations on conduct of Examinations	Complying
	Curriculum and Regulations	Complying

Date: 18/06/24



PRINCIPAL

PRINCIPAL  
E. K. N. M. GOVT. COLLEGE  
ELERITHATTU  
ELERITHATTU P.O.  
KASARAGOD DT, PIN: 671314

**PROCEEDINGS OF THE PRINCIPAL E.K.N.M GOVT. COLLEGE, ELERITHATTU**

**(PRESENT: DR. SOLJI.K.THOMAS, PRINCIPAL IN CHARGE)**

E.K.N.M. Govt. College, Elerithattu – Additional charges of Faculty members and reconstitution of various cells and committees – orders issued – reg.

ORDER NO:BJ/2322/2022/EKNMGCElerithattu

Dated:24.03.2023

Read:-

**ORDER**

Various committees, Cells and Clubs are constituted and additional charges of Faculty members are assigned as follows for the academic year 2022-23.

**1. College Council**

- 1.Dr. Solji.K.Thomas (Principal In charge),Chairman
- 2.Sri. Sasi.C.T, HOD of History, Secretary
- 3.Dr. Babu.C Asst. Prof. of Economics (Elected Member)
- 4.Sri. Prakashan.K, Asst. Prof. of Commerce (Elected Member)
- 5.HOD of Economics, Commerce, English, Malayalam, Hindi, Physics, Political Science & Physical Education, Members
6. Sri. Anilkumar.K.K, Senior Superintendent, Member
- 7.Librarian (IV Grade) Member

**2. Internal Quality Assurance Cell (IQAC)**

Dr. Solji.K.Thomas (Principal Incharge),Chairman  
Dr. Ashraff. P.C (Asst. Professor, Dept. of Malayalam),Co-ordinator

Teacher members:

1. Sri. Sasi.C.T, HOD of History
2. Dr. Johnson.K.A, HOD of Economics
3. Sri. Soji. M. Sebastian, HOD of Commerce
4. Sri. Aravindan.S.S, HOD of English
5. Dr. Ganesan. D.A, HOD of Political Science
6. Smt.. Tessymol George, HOD in charge of Physics
7. Smt. Nithya.V, HOD of Hindi
8. Sri. Janrdhanan.K, Local Representative
9. Sri. Scaria Abraham, Alumni Representative
- 10.Sri. Jiss.M.Jacob, Industrial Community Representative
- 11.Kum. Bhagya Bhaskaran, Student Representative
- 12.Sri. Anilkumar.K.K, Senior Superintendent

**3. Anti Ragging Committee**

- 1.The District Collector, Kasaragod
- 2.The District Superintendent of Police, Kasaragod
- 3.Dr. Solji K.Thomas (Principal Incharge)
- 4.Sri. Rajesh. A.V, (Member, Parappa Block Panchayath)
- 5.Smt. Bindhu Muralaedharan (Member, West Eleri Grama Panchayath)
- 6.Smt. Santhi Kripa (Member, West Eleri Grama Panchayath)
- 7.HODs of Commerce, Economics, Hindi, English, Physics, Political Science, History, Malayalam, Physical Education
- 8.Dr. Ashrff.P.C, (IQAC Co-ordinator)

**16. Discipline Committee**

- 1.Dr. Ganesan.D.A, HOD of Political Science, Convener
- 2.HODs of Major Departments (Economics, English, Hindi, Physics, Commerce), Members
- 3.NSS Programme Officers, Members
- 4.Sri. Sasi. C.T, HOD of History, Member
- 5.Dr. Ajesh.C.R, HOD of Physical Education, Member

**19. Internal Complaint Committee**

- 1.Smt. Tessymol George, Asst. Professor of Economics, Presiding Officer
2. Sri. Soji. M.Sebastian, Asst. Professor of Commerce, Member
3. Smt. Jayasree. A, Asst. Professor of Hindi, Member
4. Librarian Grade IV, Member
5. Sri. Sreekumar K.V. Clerk, Member
6. Kum. Haseena.M.T.P, MA Economics (Student), Member

9.Sri. Aravindan.S.S, Hostel Warden

10.S. Saseendran.T.G, PTA Vice President

11.Reporter, Malayala Manorama,

12.Reporter Malthrubhoomi

13.Reporter Deshabhimani

14.Sri. Anilkumar.K.K,Senior Superintendent

15.Kum. Haseena M T P (II<sup>nd</sup> Year MA Economics)

16.Sri. Shivaprasad S Nair (II<sup>nd</sup> B.Com)

17.Sri. Ismayil.P, Asst. Prof. of Economics

18.Smt. Jayasree. A, Asst. Prof. of Hindi

19.Sri. Aravindan.S.S, Asst. Prof. of English

**4. Anti Ragging Squad**

1. Sri. Sasi.C.T, Asst. Prof. of History, Convener

2. Dr. Vijayan.K, Asst. Prof. of Hindi, Member

3. Sri. Soji.M.Sebastian, Asst. Prof. of Commerce,Member

4. Dr. Babu. C, Asst. Prof. of Economics, Member

5. Smt. Tessymol George, Asst. Prof. of Economics, Member

6. College Union Staff Advisor,Member

**27. Grievance Redress Cell (CCSS)**

1. Dr. Ganesan.D.A, HOD of Political science, Convener.

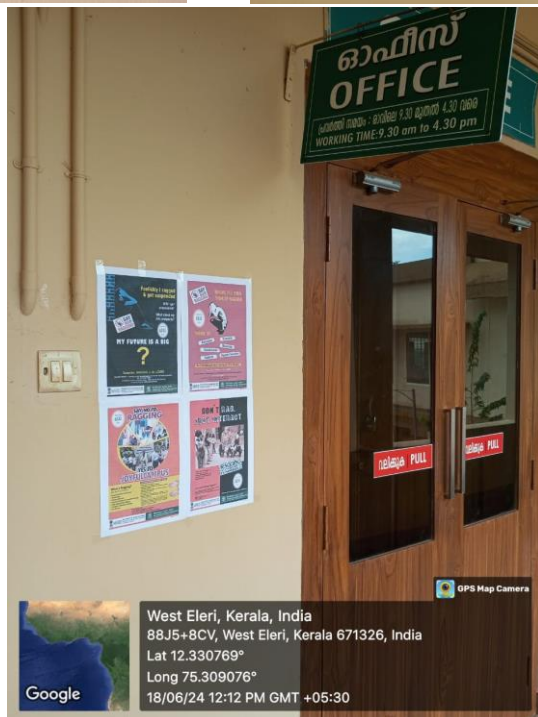
2. Dr. Johnson.K.A, HOD of Economics, Member.

3. Smt. Nithya. V, HOD of Hindi.

**PART B: ORGANISATION WIDE AWARENESS AND UNDERTAKINGS ON POLICIES WITH ZERO TOLERANCE**

Awareness about the Zero Tolerance policy of the institution towards Ragging, Sexual Harassment etc. is created organisation wide through various measures such as Display boards, Orientation Programmes, College hand book, Website and Mentoring Sessions.

- (i) **Display Boards:** Posters and boards highlighting messages against ragging, sexual harassment and the contact numbers of the respective committee convenors is displayed in prominent locations inside the campus to sensitize the students.



(ii) **Orientation Programmes:** Awareness is created about the Grievance redressal mechanism followed in the college through special sessions in the Induction/Orientation programmes conducted for the first-year students every year. Moreover, the tutors encourage the students to use the mechanism without any apprehensions during the weekly mentoring sessions.

## ORIENTATION PROGRAMME

### FOR FIRST YEAR STUDENTS

(ORGANIZED BY IQAC & PTA, E.K. NAYANAR MEMORIAL GOVT. COLLEGE, ELERITHATTU)

VENUE: AUDITORIUM

DATE: 02-11-2022

TIME: 10.30am

### PROGRAMME

**PRAYER:** KUMARI IMA P S (1<sup>ST</sup> YEAR B A HINDI)

**WELCOME:** Dr. ASHRAFF P C (COORDINATOR, IQAC)

**PRESIDENTIAL ADDRESS:** Dr. SOLJI K THOMAS (PRINCIPAL)

**INAGURAL ADDRESS:** Sri SOOFIYAN AHAMMED IAS (SUB COLLECTOR, KANHANGAD)

**ORIENTATION CLASS:** Sri ASHID PUZAKKAL (ASSISTANT PROFESSOR, GOVT COLLEGE, PERINGOME)

#### SPEECH:

1. CBCSS – Dr. TESSIMOL GEORGE
2. ANTI RAGGING CELL - Sri SASI C T
3. ANTI NARCOTICS CELL – LT. ARAVINDAN S S
4. SCHOLARSHIP – Sri ISMAIL P
5. NSS AND OTHER CLUBS – Smt. JAYASREE A

#### FELICITATIONS:

1. Sri SASHEENDRAN T G ( VICE PRESIDENT, PTA)
2. KUMARI NAVYA SURESH (CHAIRPERSON, COLLEGE STUDENT UNINON)

**VOTE OF THANKS:** Sri PRAKASHAN K (SECRETARY, PTA)

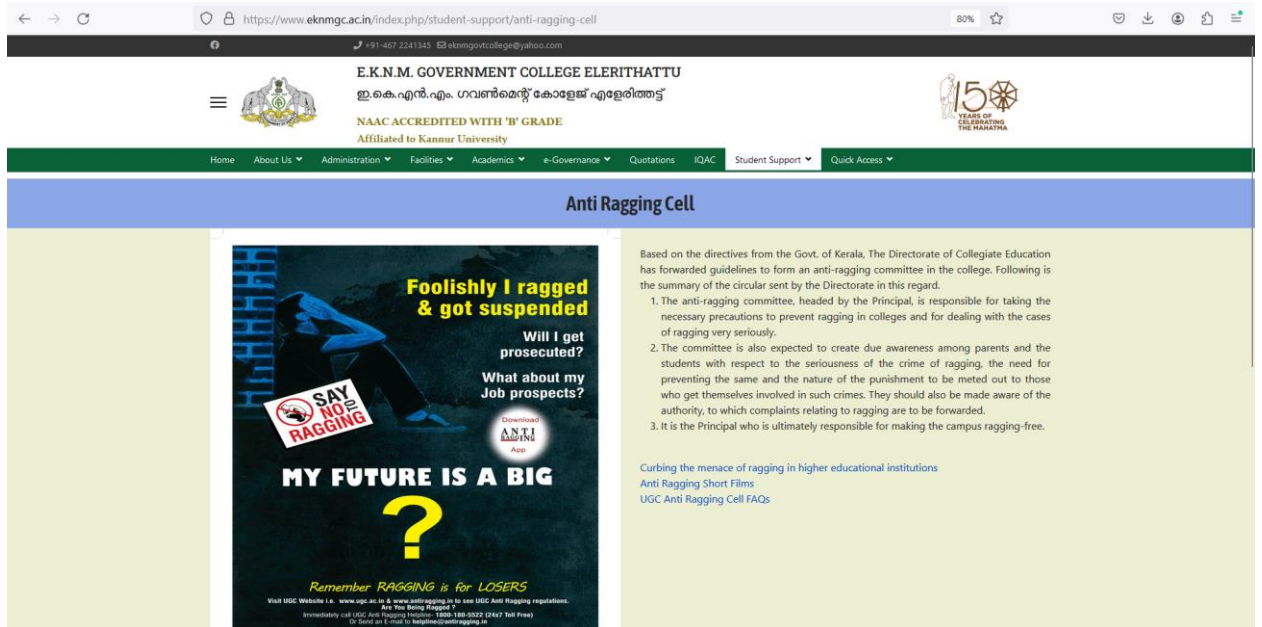




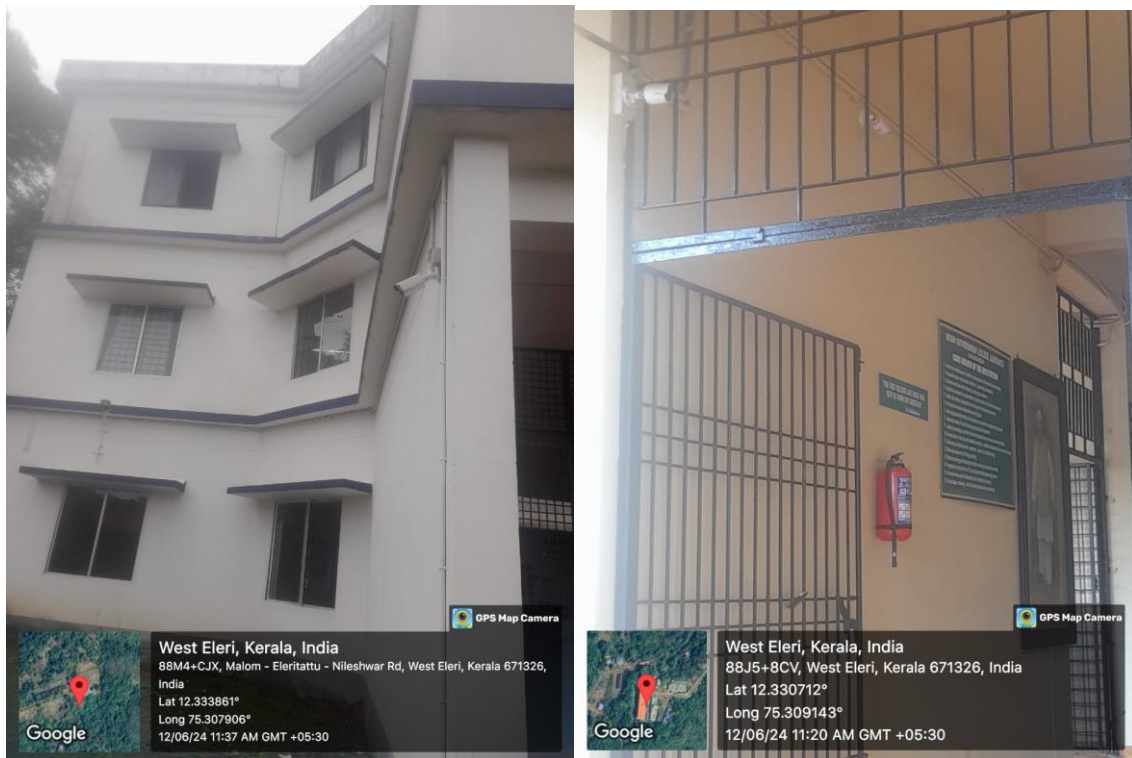


(iii) **College Website:** An exclusive page has been provided in the College website for creating awareness among the students about the grievance redressal mechanism followed by the College and the various committees working under the cell.





(iv) **Surveillance Cameras:** Surveillance cameras have been installed at various locations on our campus in order to monitor any suspicious activities or incidents related to ragging. The footage from these cameras is regularly monitored by the Anti-Ragging Committee in order to identify any potential cases of ragging on our premises.



### PART C: MECHANISMS FOR SUBMISSION OF ONLINE/OFFLINE STUDENTS' GRIEVANCES

- (i) Students can register their grievances either in writing (Offline) or by using the Online redressal portal in the College website.
- (ii) The Grievance Redressal Cell examines the cases and directs them to respective committees.
- (iii) The respective committees should handle the grievances within five working days. The report should be handed over to the principal for immediate action.

(iv) Redressal Cell shall hear appeals related to Internal Marks from an aggrieved student, only after the student has availed all other remedies provided by his/her Department.

A three-tier hierarchical System is followed for redressing the grievance pertaining to internal assessment, as detailed below:

#### **Departmental committee:**

Students can immediately approach the department concerned for sorting out their disputes regarding the internal examination. Each department is composed of a committee consisting of the Head of the Department and the teachers concerned. They can grant for changing the internal marks, reappearing for periodic tests, seminars, resubmission of assignments, etc. Most of the grievances are resolved at the departmental level itself. In order to avoid the complaints, teachers conduct a series of examinations and distribute the valued answer scripts in time. Moreover, effective discussions were made regarding the

answer patterns, so that students can sort out the disputes at the point itself. If the disputes are not resolved fully, the departmental committee referred to the further level, Internal Assessment grievance redressal cell of the institution. Reappearance for the examinations is allowed with the permission of the head of the institutions for underlying reasons. Hence all deserving students can appear for the examinations.

#### **College Level Internal Assessment Grievances Redressal cell:**

The institution has formed an internal assessment grievance redressal cell to address all disputes referred by the departmental committee. It consists of five senior faculties from different streams. On the receipt of a grievance in the prescribed form (which is available at the college store or can be downloaded from the college site), the committee proceeds to furnish the decisions. Decisions are based on the proper inquiry into the matter. Apart from the committee members, they can add relevant members as per the requirements.

#### **Kannur University Student Grievance Redressal cell:**

If the complainant is not convinced/satisfied with the decision of the Internal Assessment Grievance Redressal Cell, they can approach the University level apex body. Kannur University has constituted an online student grievance redressal cell as per UGC norms. A nodal officer has been appointed to deal with the matters concerned. Students can lodge their grievances through this online portal at the university level. University redirects the matter according to the pertinence.

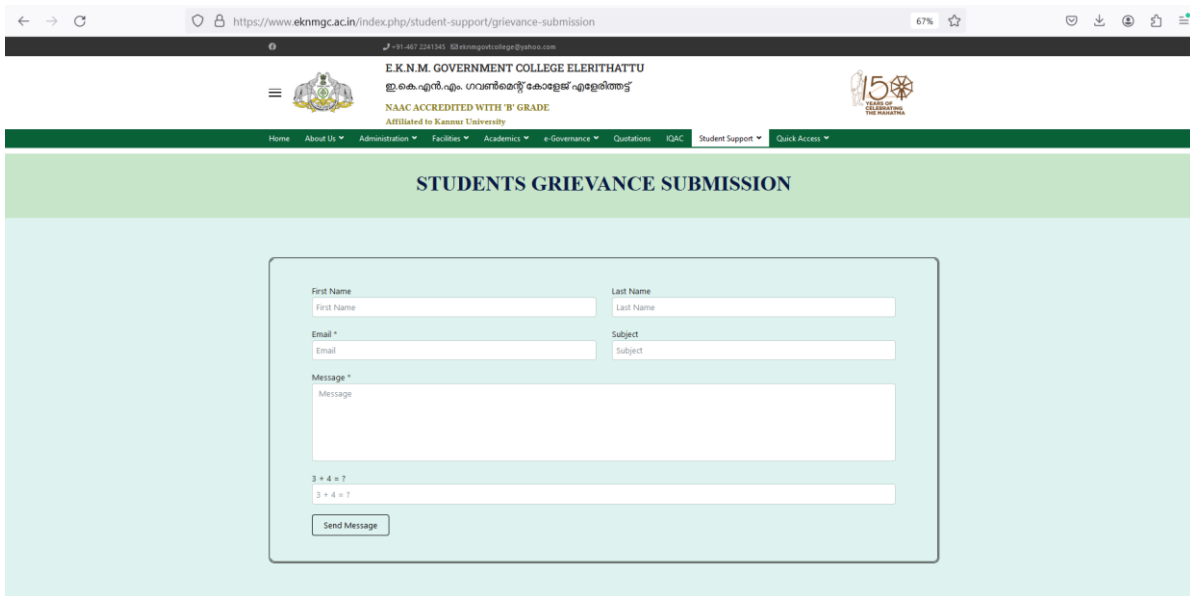
(v) The confidentiality and privacy of students would be safeguarded in all cases

**Mechanism for Offline grievance Submission:** Students may drop their grievances and suggestions in the Grievance box kept in front of the Co-Operative Store.





**Mechanism for Online grievance Submission:** A separate section has been provided in the Student Support Services Tab of the College website for the submission of grievances online.



Link for Online Grievance Redressal: <https://www.eknmgc.ac.in/index.php/student-support/grievance-submission>

**Kannur University Grievance Redressal portal:**

## LODGE YOUR GRIEVANCE

### Application Form

Name\*

Register No

College / Department / University Centre

### PART D: TIMELY REDRESSAL OF THE GRIEVANCES THROUGH APPROPRIATE COMMITTEES

#### D1: ACTION TAKEN REPORT OF GRIEVANCE REDRESSAL CELL

Year	Description of Grievance Submitted	Actions Taken	Consolidated statistics for the year
2018	Lack of adequate facilities for drinking water	Water purifier was installed separately for each floor in the Main Block	Number of issues: 3 Issues Solved: 3
2018	Insufficiency of Street lights on the way to hostel	Fund for street light was availed from the state government and street lights were fixed by KSEB	
2018	Quality of lunch at the college canteen	Canteen committee was entrusted to find a solution. The issue was solved through the Canteen Committee	
2019	Napkin vending machine is not present	Napkin vending machines were installed in Girl's toilets along with incinerators for managing the pads after use	Number of issues: 2 Issues solved: 2
2019	Photocopying facility not available	A photocopy machine was bought for the Co-operative store and	

		started offering the service	
2020	Insufficiency of Parking Space	Separate parking space was created exclusively for the students	Number of issues: 3 Issues solved: 2
2020	Campus placement possibilities are not satisfactory	Minor placement drives were organised, but were not satisfactory	
2020	Infrastructure facilities in the hostel is inadequate	Sufficient infrastructure facility was arranged by the end of the academic year 2020-21	
2021	A fitness centre for regular exercise is not present	A fitness centre was arranged and made available for students' use.	Number of issues: 3 Issues solved: 3
2021	Public transport facilities to the college is not up to the requirement	The matter was communicated with KSRTC and the number of trips to the college increased	
2021	E-resources in the library is insufficient	N-LIST registration completed and INFLIBNET was made available	
2022	Accommodation facilities for the female students is insufficient	Boy's Hostel was temporarily used for accommodating girl students and a second floor was constructed in the existing girl's hostel	Number of Issues: 3 Issues solved: 3
2022	Internet connectivity and Wi-Fi facility is not satisfactory	Efforts for improving the connectivity was fructified with the adoption of K-FONE	
2022	Disabled friendly toilets are not present	A toilet complex was constructed for the disabled students and staff	
2023	The quality of food provided by the canteen is not satisfactory	The running of college canteen was changed to a new team identified by College Canteen	Number of issues: 2 Issues solved: 2
2023	Fans and lights in many class rooms are not working properly	All the non-functioning fans and lights were replaced with quality products	

## **D2: CONCISE REPORT OF ANTI-RAGGING COMMITTEE (From 2018-2019 to 2022-2023)**

### **Executive Summary:**

Over the past five years, from the academic year 2018-19 to 2022-23, the Anti-Ragging Committee at E.K. Nayanar Memorial Government College, Elerithattu, has successfully maintained a ragging-free environment. This report outlines the committee's activities, awareness programs, and orientation sessions aimed at preventing ragging and ensuring a safe and conducive learning atmosphere for all students, particularly the freshers.

### **Introduction:**

Ragging is a serious issue that can have detrimental effects on the physical and mental well-being of students. Recognizing the gravity of this issue, the Anti-Ragging Committee at E.K. Nayanar Memorial Government College has been diligently working to eradicate any form of ragging within the college premises. The committee's efforts have been instrumental in creating a supportive and harassment-free environment for all students.

### **Committee Activities:**

The Anti-Ragging Committee has been proactive in its approach to prevent ragging. Throughout the five-year period, the committee has conducted regular meetings to discuss strategies and review the college's anti-ragging policies. The committee has also ensured that all students are aware of the consequences of engaging in ragging activities, which are strictly prohibited as per the college's code of conduct.

### **Awareness Programs:**

A key focus of the committee has been to raise awareness about the ill-effects of ragging and the importance of maintaining a respectful and supportive environment. Workshops and seminars have been organized to educate both senior students and freshers about the college's stance on ragging and the support systems available to victims. Posters and banners have been displayed across the campus to reinforce the message that ragging will not be tolerated.

### **Orientation Programme for Freshers:**

Understanding the vulnerability of first-year students, the committee has instituted an orientation programme. This programme is designed to welcome new students and familiarize them with the college's resources, facilities, and the support network available to them. It also serves as a platform to empower freshers by teaching them how to recognize and report any form of verbal or physical abuse.

### **Achievements:**

The Anti-Ragging Committee's efforts have been successful, as evidenced by the absence of any reported ragging incidents over the five-year period. This achievement reflects the college's commitment to providing a safe and nurturing environment for student growth and development. The committee's work has contributed significantly to the overall positive atmosphere of the college, enhancing the learning experience for all students.

### **Conclusion:**

The Anti-Ragging Committee at E.K. Nayanar Memorial Government College has demonstrated its effectiveness in maintaining a ragging-free campus. Through continuous awareness programs, orientation sessions, and strict adherence to anti-ragging policies, the committee has fostered a culture of respect and camaraderie among students. The college remains committed to upholding these standards and will continue to work towards creating an inclusive and supportive community for all its members.

### **D3: CONCISE REPORT OF THE INTERNAL COMPLAINTS COMMITTEE (From 2018-2019 to 2022-2023)**

#### **Executive Summary:**

Over the past five years, from 2018-19 to 2022-23, the Internal Complaints Committee (ICC) at E.K. Nayanar Memorial Government College, Elerithattu, has effectively upheld a safe and respectful environment for all members of the college community. This report highlights the committee's initiatives in preventing sexual harassment, ensuring awareness, and fostering a gender-neutral campus culture.

#### **Introduction:**

Sexual harassment is a grave issue that can have profound negative impacts on individuals and the overall campus climate. The ICC, in line with the college's commitment to zero tolerance for such behavior, has been instrumental in maintaining a safe space for students and staff alike.

#### **Committee Activities:**

The ICC has been proactive in its approach to prevent sexual harassment. Regular meetings and training sessions have been conducted to ensure that committee members are well-versed in the college's policies and procedures for addressing complaints. The committee has also worked closely with the Gender Justice Forum and Women's Cell to create a supportive network for addressing gender-based issues.

#### **Awareness Programs:**

A cornerstone of the ICC's efforts has been the implementation of awareness programs. These initiatives include workshops, seminars, and interactive sessions aimed at educating students and staff about the various forms of sexual harassment, the importance of consent, and the reporting mechanisms available. Posters and online resources have been utilized to reinforce these messages and to make the complaint process transparent and accessible.

#### **Orientation Programme for Freshers:**

Recognizing the importance of early intervention, the ICC has incorporated a module on sexual harassment prevention into the orientation program for first-year students. This program not only informs students about the consequences of perpetrating sexual harassment but also empowers them to stand up against any form of verbal or physical abuse.

#### **Collaboration with Gender Justice Forum and Women's Cell:**

The ICC has actively collaborated with the Gender Justice Forum and Women's Cell to organize campaigns and events that promote gender equality and a harassment-free environment. These collaborations have been crucial in creating a supportive community where all genders feel valued and protected.

#### **Achievements:**

The ICC's comprehensive approach to prevention and awareness has resulted in a significant achievement: no cases of sexual harassment have been reported during the five-year period. This success is a testament to the college's commitment to creating a safe and inclusive campus culture.

#### **Conclusion:**

The ICC at E.K. Nayanar Memorial Government College has demonstrated its effectiveness in maintaining a harassment-free environment. Through continuous awareness programs, orientation sessions, and collaborative efforts with gender-focused groups, the committee has fostered a culture of respect and empowerment. The college remains dedicated to upholding these standards and will continue to work towards a campus where gender equality and justice are paramount.