



THE COCHIN COLLEGE

Koovapadam, Kochi-2

Affiliated To Mahatma Gandhi University

Re-accredited by NAAC With B+ Grade



Fourth Cycle
NAAC Accreditation 2024

Criterion 5 Student Support and Progression

5.1 - Student Support

Metric No. 5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases: *Implementation of guidelines of statutory/regulatory bodies, Organisation wide awareness and undertakings on policies with zero tolerance, Mechanisms for submission of on-line/offline students' grievances, Timely redressal of the grievances through appropriate committees*

Constitution of Committees

Submitted to



National Assessment and Accreditation Council



THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: www.thecochincollege.edu.in

email: email@thecochincollege.edu.in

Contents

1 Constitution of Anti- Ragging Committee	2
1.1 The typical composition includes	2
1.2 Functions and Responsibilities	2
1.3 Activities and Initiatives	3
1.4 Members of the Anti Ragging Committee from 2019 to 2023	4
2 Constitution of Internal Complaints Committee (ICC) 2019-2023	9
2.1 Members of the Internal Complaints Committee (ICC) 2019 TO 2023	10
3 Constitution of Grievance Redressal Committee	18
3.1 Members of the Grievance Redressal Committee 2019 TO 2023	18





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1 Constitution of Anti- Ragging Committee

The Cochin College has constituted Anti- Ragging Committee, Internal Complaints Committee and Students Grievance Redressal Cell to address the issues faced by students in the campus. The Anti-Ragging Committee of The Cochin College is a vital body established to ensure a safe and welcoming environment for all students, free from the menace of ragging. The Committee functions with a clear mandate to prevent any form of ragging within the college premises and to address any incidents promptly and effectively.

Prevention of Ragging: The primary objective is to prevent ragging in any form. The committee undertakes measures to spread awareness about the ill effects of ragging among students, particularly the freshmen who are most vulnerable.

Immediate Action: In the event of any ragging incident, the committee ensures immediate and appropriate action against the perpetrators to maintain a zero-tolerance stance towards ragging. **Support and Assistance:** Providing support and assistance to victims of ragging, including counselling and guidance to help them overcome trauma.

Formation and Legal Framework: As per the provisions of UGC Regulations, 2009 on curbing the menace of ragging in higher educational institutions, The Cochin College has set up an Anti-Ragging Committee. The committee operates in accordance with the guidelines and regulations laid down by the University Grants Commission (UGC) to ensure a ragging-free campus. The Anti-Ragging Committee is composed of a diverse group of individuals from the college's administrative, teaching, and student community, ensuring a balanced and fair approach in handling cases.

1.1 The typical composition includes

1. Principal: Chairperson of the committee, providing leadership and ensuring the implementation of anti-ragging policies.
2. Faculty Members : Faculty from various departments to bring in a wide range of perspectives and expertise.
3. Administrative Staff: Representatives from the administration to facilitate coordination and implementation of decisions.

1.2 Functions and Responsibilities

1. **Awareness Programs:** Conducting regular workshops, seminars, and awareness campaigns at the beginning of each academic year to educate students about the consequences of ragging and the support available to them.
2. **Monitoring and Vigilance:** Keeping a vigilant eye on potential ragging hotspots within the campus, such as hostels, canteens, and common areas. Regular surprise checks and patrolling by committee members or assigned personnel.





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3. **Grievance Redressal:** Setting up a robust mechanism for students to report incidents of ragging anonymously and without fear of retaliation. The committee ensures that all complaints are taken seriously and investigated thoroughly.
4. **Counselling Services:** Providing counselling services to both victims and perpetrators of ragging to address underlying issues and promote a healthy campus environment.
5. **Legal Framework:** Ensuring compliance with the guidelines and regulations laid down by the University Grants Commission (UGC) and other governing bodies regarding anti-ragging measures.
6. **Disciplinary Actions:** Implementing strict disciplinary actions against individuals found guilty of ragging. This may include suspension, expulsion, or legal actions as deemed appropriate.

1.3 Activities and Initiatives

1. **Anti-Ragging Affidavit:** Mandatory filling of anti-ragging affidavits by all students and their parents at the time of admission. These affidavits are then uploaded on the UGC Anti-Ragging website [click here](#)
2. **Helpline Numbers and Email:** Dedicated helpline numbers and an email address for students to report ragging incidents directly to the UGC.
3. **Complaint Boxes:** Anonymous complaint boxes are placed at strategic locations on campus where students can drop their written complaints.
4. **Online Portal:** An online portal for easy reporting of ragging incidents, ensuring accessibility for all students.

The Anti-Ragging Committee of The Cochin College plays a crucial role in fostering a safe and inclusive academic environment. Through proactive measures, vigilant monitoring, and a strong support system, the committee aims to eradicate ragging and promote a culture of respect and harmony among students. The adherence to UGC Regulations, 2009, and the implementation of mandatory anti-ragging affidavits further strengthen the college's commitment to this cause.





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1.4 Members of the Anti Ragging Committee from 2019 to 2023

Notification

Date: 1 June 2023

Following are the members of the Anti Ragging Committee for the year 2023-2024.

Sl. No	Name	Position
1	Ms. C.S. Prabha	Convenor
2	Dr. Suprabha G. Nair	Teacher Representative
3	Mr. Dominic T. Joseph	Teacher Representative
4	Dr. Kavitha Rajesh	Teacher Representative
5	Ms. Janu V. Kumar	Teacher Representative
6	Ms. Radha Rajan	Retd. Policeman
7	Ms. Rajeswari	PTA
8	Ms. Ms. Smitha Basheer	Media Representative





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Date: 1 June 2022

Notification

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3	Mr. Dominic T. Joseph	Teacher Representative
4	Dr. Kavitha Rajesh	Teacher Representative
5	Ms. Janu V. Kumar	Teacher Representative
6	Ms. Radha Rajan	Retd. Policeman
7	Ms. Rajeswari	PTA
8	Ms. Ms. Smitha Basheer	Media Representative





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Date: 1 June 2021

Notification

Following are the members of the Anti Ragging Committee for the year 2021-2022

Sl. No	Name	Position
1	Ms. C.S. Prabha	Convenor
2	Dr. Suprabha G. Nair	Teacher Representative
3	Mr. Dominic T. Joseph	Teacher Representative
4	Dr. Kavitha Rajesh	Teacher Representative
5	Ms. Janu V. Kumar	Teacher Representative
6	Ms. Radha Rajan	Retd. Policeman
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Date: 1 June 2020

Notification

Following are the members of the Anti Ragging Committee for the year 2020-2021

Sl. No	Name	Position
1	Ms. C.S. Prabha	Convenor
2	Dr. Suprabha G. Nair	Teacher Representative
3	Mr. Dominic T. Joseph	Teacher Representative
4	Dr. Kavitha Rajesh	Teacher Representative
5	Ms. Janu V. Kumar	Teacher Representative
6	Ms. Radha Rajan	Retd. Policeman
7	Ms. Rajeswari	PTA
8	Ms. Ms. Smitha Basheer	Media Representative





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Date: 6 June 2019

Notification

Following are the members of the Anti Ragging Committee for the year 2019-2020

Sl. No	Name	Position
1	Ms. C.S. Prabha	Convenor
2	Dr. Suprabha G. Nair	Teacher Representative
3	Mr. Dominic T. Joseph	Teacher Representative
4	Dr. Kavitha Rajesh	Teacher Representative
5	Ms. Janu V. Kumar	Teacher Representative
6	Ms. Radha Rajan	Retd. Policeman
7	Ms. Rajeswari	PTA
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2 Constitution of Internal Complaints Committee (ICC) 2019-2023

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 Internal Complaints Committee. The college regularly conducts training programmes on gender sensitization and women rights to sensitize students and staff regarding the same.

The college has committed itself to provide a conducive environment in which the students, teachers and non teaching staffs can work together in an environment free of violence, harassment and exploitation. Keeping these into consideration, the College has constituted the ICC to keep a watch on sexual harassment cases on the campus. The responsibility of the ICC includes ensuring provision of a safe educational and work environment that is free from sexual harassment. The Committee takes active steps against harassment and provides safe and accessible system. The committee takes lawful measures regarding the cases reported. It is ensured to support students emotionally and psychologically.

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) Regulation, 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. The Cell Convenor periodically checks if any grievances are submitted so that they are promptly addressed.





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2.1 Members of the Internal Complaints Committee (ICC) 2019 TO 2023

Date: 1 June 2023

Notification

Following are the members of ICC for the year 2023-2024

Sl. No	Name of the Member	Position
1	Dr. M. Geetha	Principal (Convenor)
2	Advt. Priya P.A.	Legal Advisor
3	Ms. Mrudula Menon V.	Senior Teacher Representative
4	Dr. Suprabha G. Nair	Teacher Representative
5	Dr. Meera Menon	Teacher Representative (SF)
6	Ms. Jayasree SF	Teacher Representative (SF)
7	Ms. Sangeetha Arun	Office Representative





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Date: 1 June 2022

Notification

Following are the members of ICC for the year 2022-2023

Sl. No	Name of the Member	Position
1	Dr. M. Geetha	Principal (Convenor)
2	Advt. Priya P.A.	Legal Advisor
3	Ms. Mrudula Menon V.	Senior Teacher Representative
4	Dr. Biju P. Thampi	Teacher Representative
5	Dr. Mini P.Mathai	Teacher Representative
6	Dr. Meera Menon	Teacher Representative (SF)
7	Ms. Jayasree SF	Teacher Representative (SF)
8	Ms. Sangeetha Arun	Office Representative





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Date: 1 June 2021

Notification

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1	Dr. M. Geetha	Principal (Convenor)
2	Advt. Priya P.A.	Legal Advisor
3	Ms. Mrudula Menon V.	Senior Teacher Representative
4	Dr. Biju P. Thampi	Teacher Representative
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Date: 1 June 2020

Notification

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1	Dr. M. Geetha	Principal (Convenor)
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3	Ms. Mrudula Menon V.	Senior Teacher Representative
4	Dr. Biju P. Thampi	Teacher Representative
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Date: 1 June 2019

Notification

Following are the members of ICC for the year 2019-2020

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email: thecochincollege@gmail.com

Phone: 0484 2224954, 2226449

NOTICE

List of members in the Internal Complaint Committee 2022-23.

- 1 Dr. M Geetha, Principal-in-charge
- 2 Dr. Biju P Thampi, Associate Professor
- 3 Smt. Mrudula Menon V, Associate Professor
- 4 Dr. Mini P.Mathai, Assistant Professor
- 5 Dr. Meera Menon, Academic Co-ordinator, Self-finance
- 6 Smt. Jayasree S, Assistant Professor, Self-finance
- 7 Smt. Sangeetha Arun, Sr. Clerk





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Website: www.thechochincollege.edu.in email: thechochincollegecoch2@gmail.com

Internal Complaints Committee

Sexual Harrassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 also known as 'Posh Act' recognizes that sexual harassment constitutes a violation of fundamental rights of women and their right to life and to live with dignity and carry on any profession, trade or business in an environment free from sexual harassment.

The Internal Complaints Committee constituted in the institution consists of:

- 1) Dr. M.Geetha, Principal-in-Charge
- 2) Adv. Priya P. A.
- 3) Ms. Mrudula Menon V.
Associate Professor, Department of English
- 4) Dr. Biju P. Thampi
Associate Professor, Department of Physical Education
- 5) Dr. Mini P Mathai
Assistant Professor, Department of Botany
- 6) Dr. Meera Menon
Academic Head, Self Financing
- 7) Ms. Jayasree S.
Assistant Professor, Department of English (Self Financing)
- 8) Ms. Sangeetha Arun
Senior Clerk, College Office

9 April 2021

Principal-in-Charge
Dr. M. Geetha
Principal-in-Charge
The Cochin College
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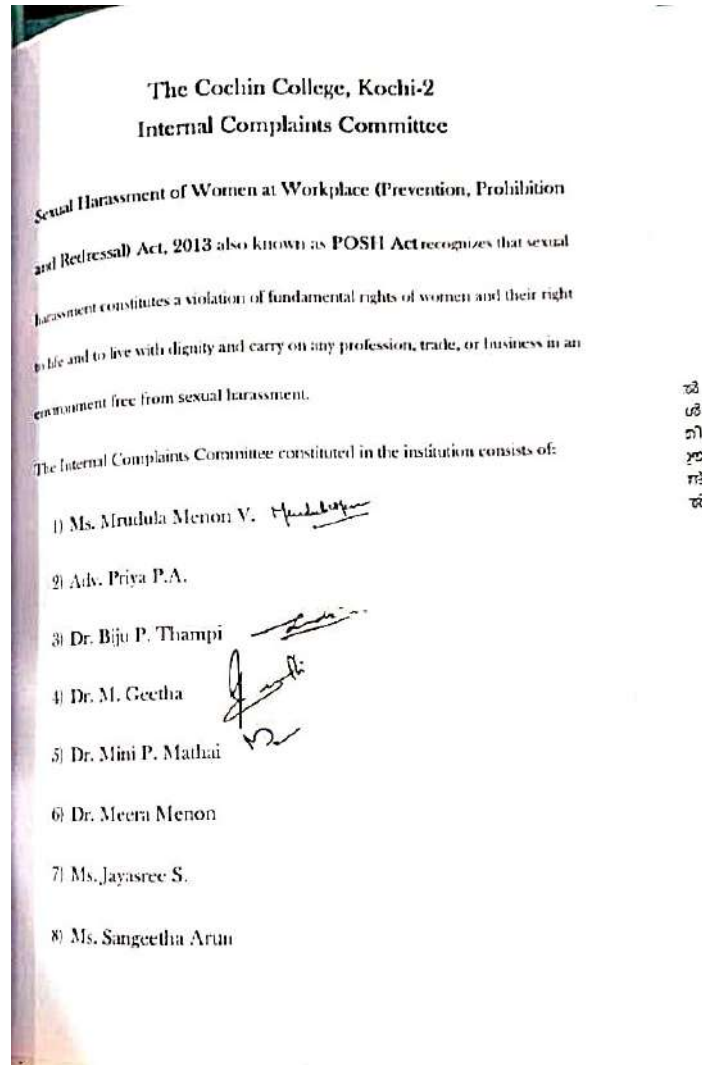


Figure 1: Year Wise Display in Notice Board





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3 Constitution of Grievance Redressal Committee

3.1 Members of the Grievance Redressal Committee 2019 TO 2023

Reconstituted Grievance Redressal Committee 2023-2024

1. Dr. Reshimon P.R.
2. Dr. Sindhu K.
3. Ms. Srividhya K.S.

Reconstituted Grievance Redressal Committee 2022-2023

1. Dr. Biju P. Thampi
2. Ms. Srividhya K.S.
3. Dr. Annieta Philip
4. Ms. Linta Joseph

Reconstituted Grievance Redressal Committee 2021-2022

1. Dr. Biju P. Thampi
2. Ms. Srividhya K.S.
3. Dr. Annieta Philip

Reconstituted Grievance Redressal Committee 2020-2021

1. Ms. Mrudula Menon V.
2. Dr. Biju P. Thampi
3. Ms. Srividhya K.S.
4. Dr. M. Geetha
5. Dr. Annieta Philip
6. Ms. Aksa M.S. (Student Representative)





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Reconstituted Grievance Redressal Committee 2019-2020

1. Mr. Sarathchandran P.P
2. Ms. Mrudula Menon V.

