



MES ASMABI COLLEGE

IMPLEMENTATION REPORT FOR UGC GUIDELINES

**ANTI-RAGGING CELL
GRIEVANCE REDRESSAL CELL
INTERNAL COMPLIANCE CELL
SC\ST CELL
MINORITY CELL
OBC CELL**





ANTI RAGGING CELL



ANTI RAGGING CELL

GENESIS

In view of the directions of the Hon'ble Supreme Court, and in consideration of the rules framed by the Central Government and the UGC, to prohibit, prevent and eliminate ragging and to provide for the healthy development, physically and psychologically, of all students, M.E.S. Asmabi College has been constituted Anti Ragging Cell.

OBJECTIVES

- To prevent and protect the student community from being ragged or indulging in the act of ragging;
- To bring awareness among the students about the ill effects of ragging, its impact on human life and consequences of involvement in the act of ragging;
- To set up a monitoring system comprising of Anti Ragging Squad (ARS) to vigil the on campus and off campus situations to eliminate the chances of ragging cases;
- To receive the complaints and resolve them through the ARC.

MEASURES FOR PROHIBITION OF RAGGING

- Considering ragging as a cognizable offence under the law, the college strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted and / or for the time being in force.
- Ragging in all its forms is totally banned in the entire College.
- The College will take strict action against those found guilty of ragging and/or of abetting ragging.
- The application form also contains a printed undertaking, to be signed by the parent/ guardian of the applicant during admission.
- At the commencement of the academic session the Principal convene and address a meeting of various functionaries / agencies, like Wardens, representatives of students, parents / guardians, faculty, to discuss the measures to be taken to prevent ragging in the college.
- To make awareness on anti ragging, posters were prominently displayed on all departments, hostels and other buildings as well as at vulnerable places.

- For getting extensive publicity against ragging, the college conducts counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.
- The Principal direct every employee of the college including teaching and non-teaching members of staff, contract labour would report promptly any case of ragging which comes to his/her notice.
- The college will also organize joint sensitization programmes of ‘freshers’ and seniors emphasizing the topic ragging.
- Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

AWARDABLE PUNISHMENTS

- Suspension from attending classes and academic privileges.
- Withholding/withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation Process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel.
- Cancellation of admission.
- Rustication from the institution for period ranging from 1 to 4 semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.
- Penal consequences for the heads of the institutions/administration of the institution who do not take timely steps in the prevention of ragging and punishing those who rag.

1. IMPLEMENTATION OF GUIDELINES OF STATUTORY / REGULATORY BODIES

1.1 Anti Ragging Policy

The anti-ragging policy outlined in the document is aimed at preventing and addressing ragging in the college. It emphasizes a zero-tolerance approach towards ragging and highlights the serious consequences and legal implications for offenders. The policy defines ragging and lists prohibited activities, along with measures to curb ragging and the punishment for offenders. It also establishes committees, squads, and faculty advisors to monitor and enforce anti-ragging regulations. Specific instructions for fresher students and parents are provided, along with details of the induction program. The policy also outlines the reporting and action procedures for ragging incidents, emphasizing the responsibility of all stakeholders in preventing and reporting ragging.



<https://drive.google.com/drive/folders/1E76VJDXPKTMDcR-U4rd4smvV58atV-df>

1.2 Anti Ragging Cell/ Committee

The Anti-Ragging Cell or Committee is a dedicated body responsible for preventing and addressing any incidents of ragging. The main objective of this cell is to create a safe and welcoming environment for all students, particularly new or fresher students, and to ensure that they are protected from any form of harassment or bullying.

The Anti-Ragging Cell typically consists of faculty members and student representatives. It is responsible for enforcing the college's anti-ragging policies, conducting awareness programs, and promptly addressing any reported incidents of ragging. The committee also works closely with local law enforcement authorities to ensure that legal action is taken against those involved in ragging activities.

The Anti-Ragging Cell plays a crucial role in promoting a positive and respectful campus culture and is instrumental in ensuring the well-being and safety of all students.

ANTI-RAGGING COMMITTEE (2018-19)

Sl. No.	Name	Designation	Position in ARC	Mob No.
1.	Dr. Ajims P Mohammed	Principal	Chairman	9446194905
2.	Sri. Shibu A Nair	Associate Professor (Aquaculture)	Convener	9846262611
3.	Smt. Shiney C N	Assistant Professor (Commerce)	Member	8822224228

4.	Swetha E	Student	Student Representative	9746329817
5.	Sidharth A S Kumar	Student	Student Representative	9946776650

ANTI-RAGGING COMMITTEE (2019-20)

Sl. No.	Name	Designation	Position in ARC	Mob No.
1.	Dr. Ajims P Mohammed	Principal	Chairman	9446194905
2.	Sri. Shibu A Nair	Associate Professor (Aquaculture)	Convener	9846262611
3.	Dr. Mohammed Nasser K M	Associate Professor (Botany)	Member	9447444788
4.	Smt. Shiney C N	Assistant Professor (Commerce)	Member	8822224228
5.	Sisira V	Student	Student Representative	9605274950
6.	Naizam K S	Student	Student Representative	9847751241

ANTI-RAGGING COMMITTEE (2020-21)

Sl. No.	Name	Designation	Position in ARC	Mob No.
1.	Dr. A. Biju	Principal	Chairman	9447520841
2.	Sri. Shibu A Nair	Associate Professor (Aquaculture)	Convener	9846262611
3.	Smt. Sabitha M M	Associate Professor (English)	Member	9847841441
4.	Smt. Shemi C B	Assistant Professor (Botany)	Member	9526833254
5.	Dr. Sanjeev Kumar	Assistant Professor (Hindi)	Member	9497251102
6.	Smt. Dhanya A C	Assistant Professor (Commerce)	Member	8592881089

7.	Smt. Sumayya K C	Assistant Professor (Mass Communication)	Member	6235447071
8.	Ahammed Rashid C R	Student	Student Representative	8086005420
9.	Mohammed Zidan V P	Student	Student Representative	7560900829

ANTI-RAGGING COMMITTEE (2021-22)

Sl. No.	Name	Designation	Position in ARC	Mob No.
1.	Dr. A. Biju	Principal	Chairman	9447520841
2.	Sri. Shibu A Nair	Associate Professor (Aquaculture)	Convener	9846262611
3.	Smt. Sabitha M M	Associate Professor (English)	Member	9847841441
4.	Smt. Shemi C B	Assistant Professor (Botany)	Member	9526833254
5.	Dr. Sanjeev Kumar	Assistant Professor (Hindi)	Member	9497251102
6.	Smt. Dhanya A C	Assistant Professor (Commerce)	Member	8592881089
7.	Smt. Sumayya K C	Assistant Professor (Mass Communication)	Member	6235447071
8.	Lainus Sunil P S	Student	Student Representative	8921709864
9.	Afitha T H	Student	Student Representative	9539840194

ANTI-RAGGING COMMITTEE (2022-23)

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2.	Sri. Shibu A Nair	Associate Professor (Aquaculture)	Convener	9846262611
3.	Smt. Sabitha M M	Associate Professor (English)	Member	9847841441

4.	Smt. Shemi C B	Assistant Professor(Botany)	Member	9526833254
5.	Dr. Sanjeev Kumar	Assistant Professor (Hindi)	Member	9497251102
6.	Smt. Shiji T S	Assistant Professor (Commerce)	Member	9605504855
7.	Mr. Mohammed Shahim	Student	Student Representative	
8.	Mr. Amal Rahna	Student	Student Representative	

ANTI-RAGGING COMMITTEE (2023-24)

Sl. No.	Name	Designation	Position in ARC	Mob. No.
1.	Prof. (Dr.) A. Biju	Principal	Chairman	9447520841
2.	Sri. Shibu A Nair	Associate Professor (Aquaculture)	Convener	9846262611
3.	Smt. Sabitha M M	Associate Professor (English)	Member	9847841441
4.	Dr. Basheer P T	Assistant Professor (Arabic)	Member	7736387100
5.	Dr. Ramisha K C	Assistant Professor (Commerce)	Member	9847963230
6.	Sri. Abdul Yafiz	Assistant Professor (Logistics Management)	Member	9895666427
7.	Smt. Shiji T S	Assistant Professor (Commerce)	Member	9745412329
8.	Smt. Fida Sherin	Student	Student Representative	
9.	Smt. Krishnendu P V	Student	Student Representative	

RAGGING CASES REPORTED IN LAST FIVE YEARS (2018-19 TO 2022-23)

ACADEMIC YEAR	NO. OF CASES
2018-19	NIL
2019-20	NIL
2020-21	01 (ARCC/KL -6662)
2021-22	NIL
2022-23	NIL

REFERENCE OF COMPLAINT RECEIVED

Fwd: Ref No. ARCC/ KL-6662

Inbox

PRINCIPAL MES ASMABI

Mon, Jul 19, 2:13 PM

to me

----- Forwarded message -----

From: **Anti-Ragging Helpline** <helpline@antiragging.in>

Date: Mon, Jul 19, 2021 at 11:13 AM

Subject: Ref No. ARCC/ KL-6662

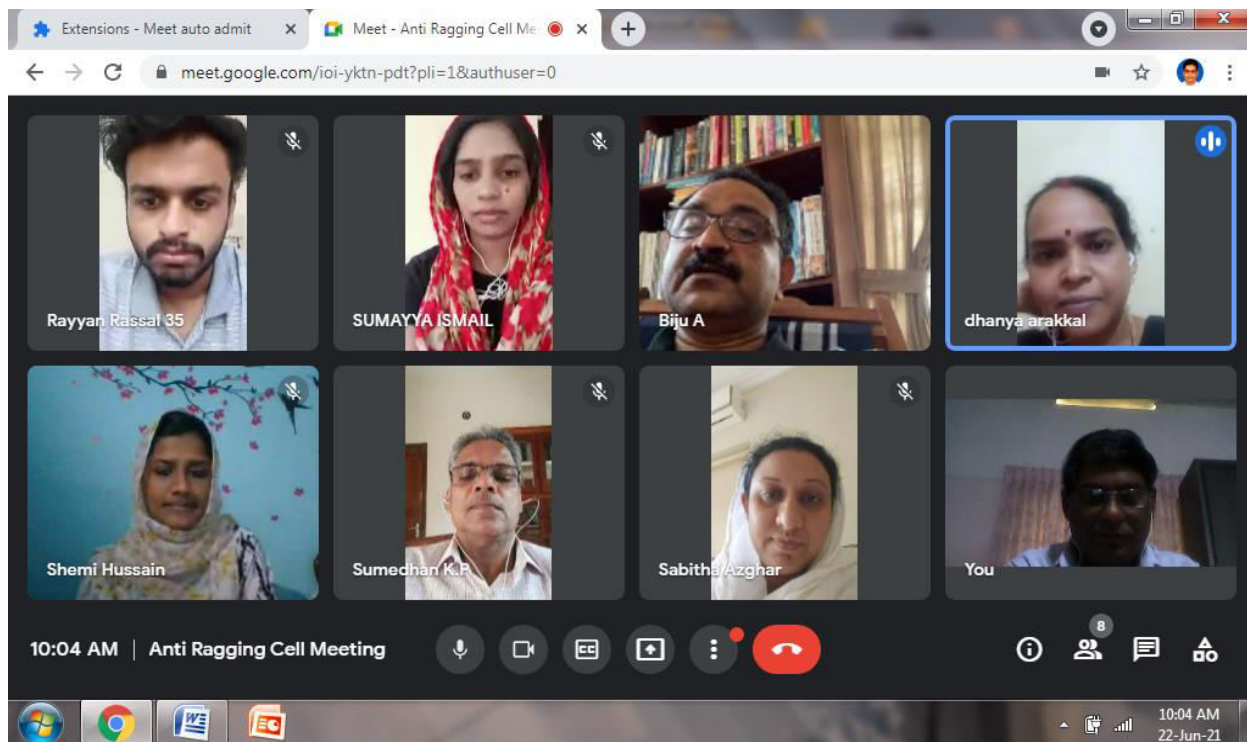
To: <principal.mesasmabi@gmail.com>

Cc: <vc@uoc.ac.in>, <reg@uoc.ac.in>, <kachrooraj@gmail.com>,

<deepak.syrex@gmail.com>, <chetna2927@gmail.com>

[Ref No. ARCC/ KL-6662](#)

ONLINE MEETING HELD ON 22-06-2021



1.3 Anti Ragging Squad (College)

The Anti-Ragging Squad works closely with the Anti-Ragging Committee and local law enforcement authorities to promptly address any reported incidents of ragging and take appropriate disciplinary and legal action against those involved. The presence and vigilance of Anti Ragging Squad plays a crucial role in deterring and preventing ragging within the campus.

1.4 Anti Ragging Squad (Hostel)

The Anti-Ragging Squad in the context of a hostel is a specialized team designated to prevent and address incidents of ragging specifically within the hostel premises. This squad is typically comprised of hostel wardens and security personnel who are responsible for ensuring the safety and well-being of the hostel residents, particularly new students. The key responsibilities of the Anti-Ragging Squad in the hostel include conducting regular patrols within the hostel premises, especially during the initial weeks of the academic year when incidents of ragging are more likely to occur. They are also responsible for creating awareness among hostel residents about the consequences of ragging and the importance of maintaining a respectful and inclusive living environment. The presence of an Anti-Ragging Squad within the hostel plays a crucial role in deterring and preventing ragging, and in providing a safe and secure living environment for all hostel residents.

1.5 Anti Ragging Patrols

Anti-ragging patrols refer to the practice of conducting regular and systematic monitoring of college premises, including campuses, hostels, and other areas, to prevent and address incidents of ragging. These patrols are typically carried out by designated faculty members, security personnel, and sometimes student representatives who are trained to identify and intervene in cases of ragging. The practice of anti-ragging patrols plays a crucial role in creating a safe and respectful environment within the college campus and demonstrates a proactive approach to preventing and addressing ragging.

1.6 Camera Surveillance

Camera surveillance is an effective anti-ragging measure that prevents and addresses incidents of ragging. The cameras are strategically placed in key areas of the campus to monitor and record activities to deter and respond to instances of ragging. The camera surveillance can be a valuable tool in the broader strategy of preventing and addressing ragging, particularly when used in conjunction with other anti-ragging measures such as awareness programs, anti-ragging committees, and patrols.

1.7 Punishment

1.7.1 By the College

Colleges may impose disciplinary actions such as suspension, expulsion, or rustication for students found guilty of ragging. These actions are intended to send a strong message that ragging will not be tolerated and to protect the safety and well-being of students.

1.7.2 By the Law & Order Agencies

In serious cases of ragging that violate anti-ragging laws, the college will rely on law enforcement authorities and pursue legal action against the perpetrators. Legal consequences may include fines, imprisonment, or other penalties under the law.

2. ORGANIZATION WIDE AWARENESS AND UNDERTAKINGS ON POLICIES WITH ZERO TOLERANCE

2.1 Principal's message

The principal's message on anti-ragging is a crucial communication that emphasise the stand of college on ragging and reinforces its commitment to creating a safe and respectful environment for all students that is delivered during his first address for freshers.

2.2 Affidavit

Filing an affidavit on anti-ragging is a formal legal document that attests to a student's commitment to not participate in or support any form of ragging within the campus. Affidavits are used as a preventive measure to deter students from engaging in ragging activities and to ensure compliance with anti-ragging regulations which is mandatory while taking admission.

2.3 Freshers' Induction

A Freshers' Induction Programme, also known as an Orientation Programme, is an essential event organized by all departments to welcome and introduce new students to academic and other related matters. The primary goal of the Freshers' Induction Programme is to help new students feel comfortable, informed, and connected to the college from the very beginning. New students are informed about the college's code of conduct, anti-ragging policies, disciplinary procedures, and other important rules and regulations to ensure a safe and respectful campus environment.

2.4 Faculty Advisor/ Tutor

The Faculty Advisor or Tutors actively engaged in dealing with anti-ragging like creating awareness, monitoring and supervision especially during the initial days of the academic year, support and guidance to victims or witness, reporting and intervention in ragging incidents, follow-up and monitoring etc. In that way the Faculty Advisors/Tutors play a crucial role in promoting a zero-tolerance policy towards ragging and ensuring the well-being of all students.

2.5 Anti Ragging banners and posters

Displaying anti-ragging banners and posters is an effective way to raise awareness, promote a culture of respect, and prevent incidents of ragging on college campus. These visual aids serve as constant reminders of the college's commitment to maintaining a safe and harassment-free environment for all students. By creating visually appealing and informative anti-ragging banners and posters, the college effectively communicates their zero-tolerance policy towards ragging, empower students to speak up against harassment, and create a safe and inclusive campus environment for all.

2.6 Instructions to parents

Addressing the issue of ragging with parents is crucial to create a collaborative approach towards preventing and combating this harmful practice. The college communicates the following instructions among parents:

- Instruct your wards to desist from ragging freshers or other students in any form.
- Keep regular contact with your wards and monitor their well being and academic progress.
- Frequently interact with the Faculty Advisor and other faculty members to track the welfare and progress of your wards.

3. MECHANISMS FOR SUBMISSION OF ONLINE/ OFFLINE STUDENTS' GRIEVANCES

3.1 Reporting of ragging

Reporting of ragging is a critical aspect of preventing and addressing this harmful practice. Complaint can be filed or reported by the following ways:

Anti-Ragging Squad / Cell

Students can lodge a complaint with college's Anti-Ragging Squad / Cell. The Squad will investigate the complaint, determine the nature of the case and its severity, and give its recommendations to the Anti-Ragging Committee. The Committee will then punish the students responsible for ragging. Please note that the aggrieved student can also approach any member of the faculty or the Head of the college to complain about ragging as well. The complaint can also be submitted through college website or mailed to arcasmabi1968@gmail.com

Online Complaint

The University Grants Commission has set up a web portal where students can lodge an online complaint. To lodge a complaint, visit https://www.antiragging.in/Site/Complains_details.aspx , where students will be asked to give certain details, like name, the college, the details of the incident, etc. Try to give as much detail as students can. Students can also track their complaint by clicking on "Track Complaint".

National Anti-Ragging Helpline

The University Grants Commission has set up a helpline number and email address that you can reach out to, in case you are being ragged. The helpline number is **1800 – 180 – 5522**, and the email address is helpline@antiragging.in.

Police

In case of a serious case of ragging, students can complain to the police, and file an FIR against the student(s) responsible for ragging. In such a case, the police will investigate the matter, and take required steps to punish the students responsible for ragging.

4. TIMELY REDRESSAL OF THE GRIEVANCES

4.1 Action Procedure

The action procedure for addressing incidents of ragging typically involves a series of steps and protocols designed to investigate, respond to, and prevent such misconduct within educational institutions. The general outlines of the action procedure adopted in the college for anti-ragging measures are:

1. **Receiving Complaints:** The first step in the action procedure is to receive complaints related to ragging. Complaints can be submitted through various channels, including online complaint forms, helplines, anti-ragging committees, college authorities, or designated officials.
2. **Immediate Response:** Upon receiving a complaint, the college authorities or anti-ragging committees initiate an immediate response to ensure the safety and well-being of the affected student(s). This may involve providing support, counseling, or medical assistance as needed.

3. **Preliminary Inquiry:** A preliminary inquiry is conducted to gather information and assess the nature and severity of the alleged ragging incident. The inquiry may involve interviewing the complainant, witnesses, and individuals involved in the incident.
4. **Formal Investigation:** If the preliminary inquiry indicates a valid complaint of ragging, a formal investigation is initiated to gather evidence, interview witnesses, and establish the facts surrounding the incident. The investigation process should be conducted impartially and in accordance with established procedures.
5. **Disciplinary Action:** Based on the findings of the investigation, appropriate disciplinary action is taken against the perpetrators of ragging. This may include suspension, expulsion, fines, or other sanctions as per the college's anti-ragging policy.
6. **Support for Victims:** Victims of ragging are provided with necessary support, counseling, and follow-up care to address any physical, emotional, or psychological harm caused by the incident. Counseling services, student welfare officers, and mental health professionals may be involved in supporting the affected students.
7. **Legal Action:** In cases of severe or criminal acts of ragging, legal action may be pursued against the perpetrators in accordance with the law. This may involve filing a police complaint, cooperating with law enforcement agencies, and ensuring that justice is served.
8. **Reporting and Documentation:** All incidents of ragging, complaints, investigations, and actions taken are documented and reported as per regulatory requirements. Transparency, accountability, and adherence to reporting guidelines are essential in addressing ragging effectively.

By following a structured action procedure for anti-ragging measures, the anti-ragging cell create a safe and respectful environment for students, promote a culture of zero tolerance towards ragging, and ensure the well-being of all members of the college community.



GRIEVANCE REDRESSAL CELL

Grievance Redressal Cell

As per the University Grants Commission (Redressal of Grievances of Students) Regulation F.1-13/2022(CPP-II). -In exercise of the powers conferred under clause (g) of sub-section (1)of section 26 of the University Grants Commission Act ,1956(3 of 1956), and in supersession of the University Grants Commission (Redress of Grievances of Students) Regulation, 2019, the University Grants Commission, MES Asmabi college implemented Student grievance Redressal Cell in the campus. Main objective of the cell is the existence of a mechanism that is essential for addressing concerns and ensuring a conducive environment for students in both academic and non- academic activities.

The Grievance Redressal Cell at MES Asmabi College serves as a dedicated mechanism for addressing grievances and concerns raised by students, faculty, and staff in accordance with the guidelines outlined by the University Grants Commission (UGC). The cell is committed to ensuring a fair, transparent, and expeditious resolution of grievances within the college community.

Composition:

The Grievance Redressal Cell comprises members representing various stakeholders, including faculty members, administrative staff, and student representatives. The composition is designed to ensure diverse perspectives and unbiased handling of grievances.

Roles and Responsibilities:

Receipt of Grievances: The cell is responsible for receiving grievances from individuals within the college community. Grievances may pertain to academic matters, administrative issues, or any other concerns affecting the well-being of students, faculty, or staff.

Documentation and Analysis: Upon receiving a grievance, the cell thoroughly examines and analyzes the details provided. The documentation process includes maintaining confidentiality while understanding the nature and gravity of the grievance.

Mediation and Resolution: The Grievance Redressal Cell facilitates mediation and resolution by engaging with the concerned parties. It seeks amicable solutions to address grievances promptly, ensuring a fair and just outcome.

Reporting Mechanism: The cell establishes a clear and accessible reporting mechanism, allowing individuals to submit grievances through prescribed channels. This process ensures that complaints are documented and addressed in a systematic manner.

Periodic Reporting: The Grievance Redressal Cell submits periodic reports to the college administration, highlighting the types of grievances received, actions taken, and recommendations for systemic improvements. This reporting aids in addressing recurring issues and fostering a responsive institutional environment.

Compliance with UGC Guidelines:

MES Asmabi College's Grievance Redressal Cell operates in strict compliance with the UGC guidelines on grievance redressal. The cell periodically reviews and updates its procedures to align with any amendments or revisions to the UGC guidelines, ensuring an effective and responsive grievance resolution process.

Conclusion:

The Grievance Redressal Cell at MES Asmabi College plays a pivotal role in maintaining a harmonious and supportive college environment. Through adherence to UGC guidelines, the cell aims to address grievances efficiently, foster transparency, and contribute to the overall well-being and satisfaction of the college community.



MES ASMABI COLLEGE

Reaccredited by NAAC with B++ Grade, Affiliated to University of Calicut

MES/AC1/6155/2023

01st November, 2023

To

The Dean of Students Welfare
Department of students Welfare
University of Calicut
Calicut University P.O.

Sir,

Sub: MES Asmabi College, P.Vemballur- SGRC –Proceedings forwarding
of - reg:-

Ref:- Your Letter No. 132603/DSW-ASST-3/2023/Admn dated 26.10.2023

With reference to the above I am forwarding herewith a proceedings regarding the establishment of UGC- Students Grievance Redressal Committee for favour of information and further necessary action.

Yours faithfully,

Encl: Copy of Proceedings

PRINCIPAL
M.S. ASMABI COLLEGE,
P.O.P VEMBALLUR,
KODUNGALLUR 686 671
1.11.23



0480 2850596, 2859032
+91 9447520841



principal.mesasmabi@gmail.com
www.mesasmabicollege.org



P. Vemballur P.O.- 680 671
Kodungallur, Thrissur Dist., Kerala



M.E.S. ASMABI COLLEGE
Re-accredited by NAAC with 'B++' Grade
P.Vemballur, P.O. – 680671,
Kodungallur, Thrissur Dist.
Email: principal.mesasmabi@gmail.com
Web: www.mesasmabicollege.edu.in

Tel.: Office : 0480-2850596
Principal : 9447520841

Proceedings of the Principal MES Asmabi College, P.Vemballur
(Present: Dr.A Biju)

**Sub: MES Asmabi College, P.Vemballur - Establishment of UGC (SGRC) -Constituted
Appointment of Ombuds person (s) and members -Orders issued- reg-**

MES/AC1/6155/2023 Dated 31.10.2023

- Read: 1. Letter with D.O No. F-1-13/2022 (CCP-II) dated 12.04.2023 received from the Secretary,
University Grants Commission
2. University Grants Commission (Redressal of Grievances of students) regulations 2023
3. U.O.No.14249/2023/Admn dated 15.09.2023
4. Letter No. 132603/DSW-ASST-3/2023/Admn Calicut University P.O. Dated 26.10.2023

ORDER

As per the letter referred above, it is proposed to constitute the UGC- Students Grievance Redressal Committee to comply the regulations mentioned in the references.

Dr. A. Biju, Principal of MES Asmabi College is appointed as the Ombuds person for the purpose of Appeals as per the provisions of the above regulations and also constituted the SGRC with the following members

1. Dr. Sheena P.A, Associate Professor, Department of Physics, MES Asmabi College, P.Vemballur.
2. Dr. K. Kesavan, Associate Professor, Department of Aquaculture, MES Asmabi College, P.Vemballur.
3. Dr. Haseena V.A, Assistant Professor, Department of Economics, MES Asmabi College, P.Vemballur.
4. Smt. Veenalekshmi U.R, Assistant Professor, Department of English, MES Asmabi College, P.Vemballur.
5. Kum.Amrutha C, II MA Economics, Students Representative, MES Asmabi College, P.Vemballur.

Details of the Ombuds person are as given below.

Dr. A. Biju

Mail ID : principal.mesasmabi@gmail.com

Mob No. 9447520841

Office No.: 0480- 2850596

Orders Complied accordingly

Copy To,

1. Dr. Sheena P.A, Associate Professor, Department of Physics, MES Asmabi College, P.Vemballur.
2. Dr. K. Kesavan, Associate Professor, Department of Aquaculture, MES Asmabi College, P.Vemballur.
3. Dr. Haseena V.A, Associate Professor, Department of Economics, MES Asmabi College, P.Vemballur.
4. Smt.Veenalekshmi U.R, Assistant Professor, Department of English, MES Asmabi College, P.Vemballur.
5. Students Representative -Kum. Amrutha C, II MA Economics, MES Asmabi College, P.Vemballur.
6. Stock File



PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 671
31/10/23

MES/AC1/6155/2023

01st November, 2023

To

The Dean of Students Welfare
Department of students Welfare
University of Calicut
Calicut University P.O.

Sir,

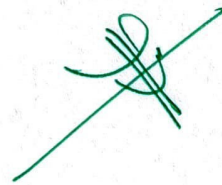
Sub: MES Asmabi College, P.Vemballur- SGRC –Proceedings forwarding
of - reg:-

Ref:- Your Letter No. 132603/DSW-ASST-3/2023/Admn dated 26.10.2023

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Yours faithfully,

Encl: Copy of Proceedings





M.E.S. ASMABI COLLEGE
Re-accredited by NAAC with 'B++' Grade
P.Vemballur, P.O. - 680671,
Kodungallur, Thrissur Dist.
Email: principal.mesasmabi@gmail.com
Web: www.mesasmabicollege.edu.in

Tel.: Office : 0480-2850596
Principal : 9447520841

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(Present: Dr.A Biju)

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Dr. A. Biju

Mail ID : principal.mesasmabi@gmail.com

Mob No. 9447520841

Office No.: 0480- 2850596

Orders Complied accordingly



PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR - 680671

Copy To,

1. Dr. Sheena P.A, Associate Professor, Department of Physics, MES Asmabi College, P.Vemballur.
2. Dr. K. Kesavan, Associate Professor, Department of Aquaculture, MES Asmabi College, P.Vemballur.
3. Dr. Haseena V.A, Associate Professor, Department of Economics, MES Asmabi College, P.Vemballur.
4. Smt. Veenaekshmi U.R, Assistant Professor, Department of English, MES Asmabi College, P.Vemballur.
5. Students Representative -Kum. Amrutha C, II MA Economics, MES Asmabi College, P.Vemballur.
6. Stock File

o/c



UNIVERSITY OF CALICUT
DEPT. OF STUDENTS' WELFARE

Calicut University.P.O
Dated: 26.10.2023

No. 132603/DSW-ASST-3/2023/Admn

From

The Dean of Students' Welfare

To

The Principals/Co-ordinators/Directors of Colleges/Centres/Institutions affiliated to the University of Calicut

Madam/ Sir,

Sub:- Department of Students' Welfare - Implementation of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 in the University and the affiliated colleges - reg.

- Ref:- 1. Letter with D. O No: F.1-13/2022(CPP-II), dated: 12.04.2023 received from the Secretary, University Grants Commission.
2. University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.
3. U.O.No. 14249/2023/Admn Dated 15.09.2023

As per ref. 1, UGC has forwarded the University Grants Commission (Redressal of Grievances of Students) Regulations 2023, in supersession of the University Grants Commission (Redressal of Grievances of Students) Regulations 2019. The new Regulations provide for the establishment of Students' Grievances Redressal Committee(s) (SGRC) by all the Higher Education institutions and for the appointment of Ombudsperson(s) at the University level. Hence, as per order read 3 above, University Grants Commission (Redressal of Grievances of Students) Regulations 2023 have been implemented in the University and Dr. M. Manoharan, Senior Professor (Rtd), has been appointed as the Ombudsperson of the University of Calicut as per the provisions of the above regulations.

As per the regulations, all affiliated colleges/centers of the University shall constitute Students' Grievance Redressal Committee(s) (SGRC) by the head of the colleges/ institutions and all the grievances related to the college/center should be addressed by these SGRCs. Only appeals against the decisions of the SGRC should be sent to the University for the consideration of the Ombudsperson. Detailed mechanism for the constitution of SGRCs, its composition and other related details and mechanism for the redressal of the students' grievances have been provided in the regulations. Hence, you are hereby directed to comply with the provisions of the regulations and constitute the SGRC at your institution, and forward the details of the same to University at the earliest. You are also directed to furnish prominently, on your website and prospectus, all relevant information in respect of the Students Grievance Redressal Committee (SGRC) of your institution and the Ombudsperson for the purpose of appeals. Also, requested to take necessary measures to give wide publicity to the Regulations amongst the stakeholders and in particular the students' community. Any violation of these Regulations will be viewed seriously and if any institution fails to take adequate steps to constitute and function Students' Grievance Redressal Committee, UGC and Calicut University shall call for punitive action against such erring institutions.

6155
28-10-23

26/10/23

For Principal
26/10/23

Do Return

U-g.
Netri



UNIVERSITY OF CALICUT

Abstract

Department of Students' Welfare - Implementation of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 in the University and the affiliated colleges -Appointment of Ombudsperson at the University level- appointment of Students Grievances Redressal Committee(SGRC) - orders issued.

Dept. of Students' Welfare

U.O.No. 14249/2023/Admn

Dated, Calicut University.P.O, 15.09.2023

- Read:-**1. Letter with D. O No: F.1-13/2022(CPP-II), dated: 12.04.2023 received from the Secretary, University Grants Commission.
2. University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.
3. Orders of the Vice Chancellor in the file of even No, dated 13.09.2023

ORDER

As per letter referred above, UGC has forwarded the University Grants Commission (Redressal of Grievances of Students) Regulations 2023, in supersession of the University Grants Commission (Redressal of Grievances of Students) Regulations 2019. The new Regulations provide for the establishment of Students Grievances Redressal Committee(s) (SGRC) by all the Higher Education institutions and for the appointment of Ombudsperson(s) at the University level. In the letter, it is also directed to comply with the provisions of the regulations, constitute the SGRCs and appoint Ombudsperson(s) at the earliest. Detailed mechanism for the constitution of SGRCs, its composition, appointment of Ombudsperson and other related details and mechanism for the redressal of the students' grievances have been provided in the regulations.

Considering the matter, the Vice Chancellor has accorded sanction for implementing University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 in the University and to appoint Dr. M. Manoharan, Senior Professor (Rtd), Department of Statistics as Ombudsperson of the Calicut University as per the provisions of the above regulations and also to constitute the SGRC with the following members:

1. Dr. R. V. M. Divakaran, Professor, Department of Malayalam and Kerala Studies
2. Dr. Abraham Joseph, Senior Professor, Department of Chemistry
3. Dr. Geethakumary K. K, Professor, Department of Sanskrit
4. Dr. Abdul Gafoor K, Professor & Head, Department of Education
5. Dr. Sindhu S, Professor, Department of Nanoscience and Technology
6. Sri. Athul Krishna P. K, Ph.D Scholar, School of Folklore Studies, University of Calicut

Hence University Grants Commission (Redressal of Grievances of Students) Regulations 2023 is thus implemented, and as per the provision of the regulations Dr. M. Manoharan, Senior Professor (Rtd), Department of Statistics is appointed as Ombudsperson of the University of Calicut, and the Students Grievances Redressal Committee(s) (SGRC) is constituted with following members,

1. Dr. R. V. M. Divakaran, Professor, Department of Malayalam and Kerala Studies
2. Dr. Abraham Joseph, Senior Professor, Department of Chemistry
3. Dr. Geethakumary K. K, Professor, Department of Sanskrit

4. Dr. Abdul Gafoor K, Professor & Head, Department of Education
5. Dr. Sindhu S, Professor, Department of Nanoscience and Technology
6. Sri. Athul Krishna P. K, Ph.D Scholar, School of Folklore Studies, University of Calicut.

Orders are issued accordingly.

Dr. Jisha C. K.

Dean of Students' Welfare

To

1. University Grants Commission, Ministry of Education, Govt. of India
2. Dr. M. Manoharan, Senior Professor (Rtd), Department of Statistics
3. Members of the SGRC
4. Principals of all affiliated Colleges
5. Heads of University Teaching Departments

Copy to : PS to VC / PA to PVC/ PA to Registrar / JD, KSAD/ SF.

Forwarded / By Order

Section Officer



INTERNAL COMPLIANCE COMMITTEE

MES Asmabi College, P.Vemballur

Constitution and Mechanism of Internal Compliance Committee

The Internal Complaints Committee (ICC) at MES Asmabi College is a statutory body established in accordance with the guidelines set forth by the University Grants Commission (UGC) from time to time for the prevention and redressal of complaints related to sexual harassment. The committee is committed to creating a safe and respectful environment for all members of the college community.

Composition:

The ICC is composed of members as per the UGC guidelines issued from time to time, ensuring representation from various categories. The committee includes Principal, senior lady teacher as presiding officer, two senior teaching staff, Junior Superintendent, UGC librarian and three students.

Roles and Responsibilities:

Prevention: The ICC actively engages in awareness programs and workshops to prevent instances of sexual harassment. These initiatives aim to promote a culture of respect and gender sensitivity within the college.

Redressal: The committee is responsible for addressing complaints related to sexual harassment promptly and impartially. It conducts fair and confidential inquiries, ensuring due process and natural justice.

Advocacy: The ICC advocates for a supportive and inclusive environment, where individuals feel empowered to report any incidents of harassment without fear of reprisal. It also works towards promoting gender equality and sensitivity.

Reporting Mechanism: Grievances can be submitted online through college website or can be sent to grievancecellasmabi@gmail.com or surface mail to Grievance Cell, MES Asmabi College, P. Vemballur, Thrissur, Kerala. India. 680671.

**Internal Complaints Committee
MES Asmabi College, P.Vemballur**

Reena Mohamed P M (Presiding Officer)

Assistant Professor & Vice Principal

PG & Research Department of English

Ph.9497657566, 9778065252

Email id: reenamohmd@gmail.com

Members (Teaching Staff)

1. Dr. K. Kesavan

Assistant Professor & HoD

Dept. Of Aquaculture

Ph.9495247407

Email id: kknambudiri@gmail.com

2. Shaheeda T M

Assistant Professor & HoD

PG & Research Department of Botany

Ph:9895993276

Email id: shaheedashahir@gmail.com

Members (Non-Teaching Staff)

1. Nazeeha (Junior Superintendent)

Ph: 9495212781

Email id: nazeehacn123@gmail.com

2. Saliha P I

Librarian UGC

Ph.9809841067

Email id: salihareyaz@gmail.com

Student Members

1.Asna T A

MA English

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2.Sabin P Q

Ph.D Scholar (Botany)

Ph.9567941475

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3.Sumayya K J

M.Sc Botany

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Report

In compliance with the orders of Collegiate Education Director, G2/51795/2022/DCE dated 28.11.2022 on the subject of sexual harassment of women in the workplace and the formation of internal Complaints Committee, MES Asmabi College, P.Vemballur had duly constituted a Complaint Committee for considering complaints of sexual harassment of female teachers and students working in this college. An awareness class was arranged in this regard on 2nd December 2022 and the participants were familiarized with the procedures for filing a complaint. No complaints have been received so far.



For *Keenamul*
21/12/22
PRINCIPAL
M.E.S. ASMABI COLLEGE
P.O.P. VEMBALLUR - 680 671
THRISUR DISTRICT



MINORITY CELL

MES Asmabi College,P.Vemballur

Constitution of Minority Cell

The Minority Cell in MES Asmabi College operates in accordance with the latest guidelines set by the University Grants Commission (UGC). The constitution of the cell reflects the commitment to promoting and safeguarding the interests of minority communities, ensuring their equitable access to educational opportunities.

1. **Objective:** The primary objective of the Minority Cell is to address the specific needs and concerns of minority students and faculty members, promoting inclusivity and diversity within the college community
2. **Composition:** The Minority Cell consists of principal, three lady teachers from minority communities, a member from non-teaching staff and two students from minority communities .
3. **Activities:**
 - Identifying and addressing issues related to the educational, cultural, and social development of minority students.
 - Organizing seminars, skill acquisition training programmes, and awareness programs to promote understanding and harmony among students from different communities.
 - Providing guidance and support to minority students regarding scholarships, financial assistance, and other educational opportunities.
 - Facilitating the implementation of government policies and programs aimed at promoting the welfare of minority communities.
 - Acting as a liaison between the college administration, minority students, and external organizations working for the welfare of minorities.
4. **Reporting:** The Minority Cell submits regular reports to the principal, detailing its activities.



OBC CELL

MES ASMABI COLLEGE, P VEMBALLUR

CONSTITUTION OF OBC CELL

The Other Backward Classes (OBC) cell at MES Asmabi College was established to uphold the principles of social justice and inclusivity in accordance with the latest regulations and guidelines issued by the Government of India and the educational authorities. The OBC cell aims to provide support, guidance, and opportunities for OBC students to excel academically and professionally.

The OBC cell operates in full compliance with the reservation quotas and policies mandated by the government. We ensure fair representation of OBC students in admissions, scholarships, and other educational opportunities as per the prevailing regulations.

The OBC cell is led by a faculty coordinator who is responsible for overseeing its functions. The coordinator is supported by a team of faculty and staff members who assist in various activities such as student counselling, academic guidance, and outreach programs.

The OBC cell at MES Asmabi College is committed to promoting equity, diversity, and inclusion within the college community. Through our dedicated efforts and collaborative initiatives, we aim to create a supportive and empowering environment where all students can thrive.



SC/ST CELL

SC/ST CELL

INTRODUCTION

The University Grants Commission (UGC) has given priority to the downtrodden students and staffs during IX plan period and given direction to all the universities to establish SC/ST Cell. The SC/ST Cell at M.E.S. Asmabi college, p.vemballur was constituted in the year 2012. After the establishment of the Cell in the college it specifically concentrated on the welfare of the SC/ST students and staffs. The main aim of the Cell is to monitor the guidelines issued by the MHRD, the University Grants Commission and by the government of Kerala from time to time. The Cell ensures the effective implementation of the reservation policies in the university admissions to students in various courses of studies, accommodation in the hostels, appointments to the teaching and non-teaching posts, and allotment of quarters, establishment of Book Bank and maintenance of roster register.

VISION AND MISSION

Vision

To be an institution of excellence in higher education that continually responds to the changing social realities through the development and application of knowledge, towards creating a people-centred and ecologically sustainable society that promotes and protects the

dignity, equality, social justice and human rights for all, with special emphasis on marginalised and vulnerable groups.

Mission

In pursuance of its vision, M.E.S Asmabi college organizes teaching programmes to facilitate the development of competent and committed professionals for practice, research and teaching; undertakes research; develops and disseminates knowledge; and reaches out to the larger community through extension, at the local, regional, national and international levels.

CELL MEMBERS

- | | |
|---|---------------------|
| 1 Sameer Khan
Assistant Professor
Dept. of History
M.E.S Asmabi college | Co-Ordinator |
| 2 Dr.Ramisha K C
Assistant Professor
Dept. of commerce and mangement
M.E.S Asmabi college | Member |
| 3 Sugaina Sulaiman
Assistant Professor
Dept. of Bvoc FPT
M.E.S Asmabi college | Member |

UGC GUIDELINES FOR THE ESTABLISHMENT OF THE SC/ST CELL

According to the 1998 UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes, for the Universities and deemed Universities, the purpose of these Cells is to monitor the admission of students and the recruitment of teaching and non-teaching staffs at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the University community and to remove difficulties, which they may be experiencing.

OBJECTIVES

According to the UGC Guidelines of 1988, the following are the objectives of the Cell;

- To implement the reservation policy for SCs/STs in the college; Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the University, and analysis of the data showing the trends and changes towards fulfilling the required quota.
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India, MHRD and the UGC.

- To implement, monitor continuously and evaluate the reservation policy in the University and plan measures for ensuring effective implementation of the policy and programmers of the Government of India.

FUNCTIONING OF SC/ST CELL

- Circulate GOI and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Universities and Colleges for different courses, in suitable forms prescribed, by a stipulated date, and to take follow up action, where required;
- Circulate GOI orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required;
- Collect reports and information regarding the GOI orders on the various aspects of education, training and employment of Scheduled Caste and Scheduled Tribe candidates, for evolving new policies or modifying existing policy by the Commission;
- Analyse information on admissions, education, training and employment of SCs and STs, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required;
- Deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges;
- Monitor the working of the remedial coaching scheme;
- Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems;
- Maintain a register for employment of SCs/STs in the University

for the candidates belonging to SC/ST community for various posts in the university; and

- Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and educational deprivations.

ACTIVITIES OF SC/ST CELL

The SC/ST Cell was established in the M.E.S.Asmabi college to co-ordinate with the university authorities in the implementation of the various policies and programmes launched by the Central Government, MHRD, UGC and State Government for the benefit of the SC/ST students.

It also undertakes the activities to develop awareness among the SC/ST students, especially from the rural areas. The staffs of the Cell are actively engaged in coordinating and solving the problems in matters of admissions. They also announce details of government scholarships and fellowships through circulars to the SC/ST students. The Cell concentrates on accommodation of men and women students in hostels, and the implementation of the rules of reservation in appointments as well as in the allotment of quarters to SC/ST employees.

THE SC/ST CELL IS MONITORING THE FOLLOWING ACTIVITIES

- The SC/ST Cell is giving wide publicity through circulars to all the faculties and informs the students about the various scholarships; namely, Post-Metric Scholarship, Karnataka Higher Education Special Scholarship, Meritorious Scholarship, P.G. Women Scholarship, Rajiv Gandhi National Fellowship, P.G. Scholarship for professional courses, ICMR, CSIR, ICSSR and other scholarships, and fellowships.
- The SC/ST Cell has taken up the problems of the SC/ST students and employees with the university authorities and has solved some of them amicably. The cell, in the ultimate analysis, has been a user friendly counsellor to all SC/ST employees and students
- The SC/ST Cell is also helping the SC/ST Research Scholars in getting the University Fellowship from the university and the government.
- The Cell is implementing various schemes of the MHRD and University Grants Commission with the objective to improve the learning levels of Schedule Caste and Schedule Tribe candidates to bring them up to the general level of the other communities.
- The University is providing statistical information periodically and promptly on all aspects to the Government of India, and the State Government.

- The SC/ST Cell provides guidance to various University Committees in respect of promotions/recruitment for the latest rule position concerning SC/ST reservations.
- The Cell takes due care in establishing the Book Bank and Book Grants for the SC/ST students of the university. The Cell also advises the students to utilise the facilities of the Book Bank and to borrow books depending on availability.

SPECIAL ACTIVITIES OF THE SC/ST CELL

The Sc/St cell of M.E.S Asmabi college has started the special activities so as to tune the students belonging to SC/ST.

Remedial coaching classes are conducted in the following areas;

- Remedial English Coaching Class.
- IAS/KAS Coaching Class.
- Coaching Classes for NET/SLET.
- Bank Coaching Classes.
- Research Methodology Classes.