

# ST. STEPHEN'S COLLEGE, UZHAVOOR



## POLICY DOCUMENT ON STUDENTS' GRIEVANCE REDRESSAL, ANTI-HARASSMENT & ANTI-RAGGING MECHANISM



  
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The college closely follows the regulations published by UGC from time to time. In accordance with the UGC regulation on curbing the menace of ragging in higher educational institutions in 2009, the Kerala ragging prohibition act 1998 and MG University student's code of conduct rules 2005, the college maintains the policy of keeping the campus ragging free. The college is committed to maintaining an environment that encourages and fosters appropriate conduct and respect for individual values. The institution makes it a point that none of its stakeholders undergoes any harassment, including sexual harassment and ragging. Thus it enforces Anti-Harassment Policy and Complaint Procedures at all levels to create an environment free from discrimination, harassment, retaliation and sexual assault.

#### **COLLEGE LEVEL MECHANISM FOR HANDLING STUDENT GRIEVANCE INCLUDING SEXUAL HARASSMENT AND RAGGING**

Strict directions are given to the students and the parents during admission about the code of conduct and the rules the students should adhere to within the campus. Written assurances or affidavits are collected from both the student and the parent. The important steps taken by the college to maintain a ragging free and harassment-free campus and to maintain strict discipline in the campus, and to address the complaints, the following mechanism was implemented by the authorities.

1. Awareness programmes such as classes, notices, public announcements etc.
2. Affidavit signed by the students and the parents at admission.
3. Common address by the Principal and teachers in charge of various committees and cells such as Anti-ragging Cell, Women's Cell, Discipline Committee, Internal complaints committee and Anti Harassment Cell, Students Grievance redressal committee at the time of admission, especially on the opening day.
4. Classes by Police officials and other law enforcing authorities.
5. Complaint boxes kept in various parts of the college and on the college website.
6. In order to address the grievance of students regarding internal assessment, a three level Grievance Redressal mechanism is envisaged. i.e:



  
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**Level 1: Department Level** - The Department cell is chaired by the HOD. Department Coordinator, Faculty Advisor and Teacher in-charge as members.

**Level 2: College level** - A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

**Level 3: University Level** - A Committee constituted by the Vice-Chancellor as Chairman. ProVice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman-Board of Examinations as members and the Controller of Examination as member-secretary.

7. Various committees and cells such as Anti-ragging Cell, Women's Cell, Discipline Committee, Internal Complaints Committee, Anti Harassment Cell and Student's Grievance redressal committees were constituted to handle the complaints.

8. Enquiry committees constituted by the Principal in consultation with the College council.

9. The Principal is authorized to take stringent action, including suspension, dismissal etc. if a person is found guilty.

10. Reporting the incidents to Police if necessary.



A handwritten signature in green ink, appearing to read "Sundar", written over a horizontal line.

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