



SANATANA DHARMA COLLEGE

ALAPPUZHA

Affiliated to the University of Kerala
Reaccredited by NAAC with A+ grade



Criterion 5

STUDENT SUPPORT AND PROGRESSION

5.1.4

REDRESSAL OF STUDENT GRIEVANCES

(Awareness Programmes and Undertakings
on Policies with Zero Tolerance)



2. Organisation wide awareness and undertakings on policies with zero tolerance.

The institution prioritises the psychological and subjective contentment of its staff and students. To ensure the equanimity of the staff and students, the college has implemented a mechanism that allows them to freely express their grievances. The college has developed a grievance redressal policy to address both individual and collective grievances from students and staff.

- The management and the college guarantee a strong redressal mechanism for student grievances
- Any form of discontent, dissatisfaction, or negative perception, whether expressed or not, stemming from any aspect of the college that a student or staff member perceives as unfair, unjust, or inequitable, qualifies as a grievance.
- The institution entrusted the HoDs, class teachers, and mentors to collect and promptly address any grievances that may fall within their competency or authority, and to report the same to the Cell.
- The institution encourages both teaching and non-teaching staff to report their grievances to the Principal or to submit a written petition to the Grievance Redressal Cell.
- Any offence discovered through CCTV surveillance is punishable.
- ~~The institution does not tolerate ragging or sexual harassment.~~
The institution follows a responsive and judicious redressal of the issues following a prompt and detailed enquiry undertaken by the Grievance Redressal Cell.

Objectives

- To preserve a harmonious educational environment within the institute, it is imperative that all stakeholders adopt a flexible and transparent stance.
- To promote the open and honest expression of grievances and problems by stakeholders, without any concern of being victimised.
- To maintain the College's dignity by fostering cordial relationships with stakeholders and assuring a strife-free environment.





SANATANA DHARMA COLLEGE

ALAPPUZHA

Grievance Redressal Policy

The institution prioritises the psychological and subjective contentment of its staff and students. To ensure the equanimity of the staff and students, the college has implemented a mechanism that allows them to freely express their grievances. The college has developed a grievance redressal policy to address both individual and collective grievances from students and staff. Any form of discontent, dissatisfaction, or negative perception, whether expressed or not, stemming from any aspect of the college that a student or staff member perceives as unfair, unjust, or inequitable, qualifies as a grievance. While this platform allows all students and staff members to voice their concerns in an open manner, it is imperative that the complainant exercise due diligence and care in deciding what he or she would qualify as a grievance that is serious enough to deserve the attention of the authority.

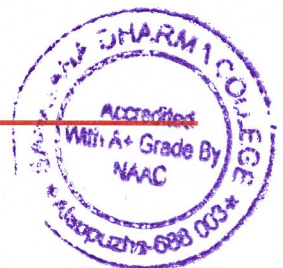
The grievance policy emphasises that the institution shall:

1. Constitute a Grievance Redressal Cell to monitor any grievances and offer feasible solutions and rectifications.
2. Furnish Grievance boxes at different locations of the College and in the hostel for the students to submit their personal or collective grievances.
3. Ensure verification and review of grievances, if any, by the Grievance Redressal Cell on a regular basis.
4. Entrust the HODs, class teachers, and mentors to collect and promptly address any grievances that may fall within their competency or authority, and to report the same to the Cell.
5. Ensure the availability of helpline and telephone numbers in the college handbook, website, and inquiry wing.
6. Encourage both teaching and non-teaching staff to report their grievances to the Principal or to submit a written petition to the Grievance Redressal Cell.
7. Ensure responsive and judicious redressal of the issues following a prompt and detailed enquiry undertaken by the Grievance Redressal Cell.

Anti-Ragging Policy

Ragging is a social menace that has no place in the Institute's academic environment, and concerted efforts are required to prevent its occurrence at any point in time. Hence, Sanatana Dharma College has adopted a balanced anti-ragging policy. The college's anti-ragging policy addresses the preventive, procedural, and punitive aspects of ragging, adhering to the guidelines provided by the University Grants Commission and the University of Kerala. As per the policy, the institution shall:

1. Constitute an Anti-Ragging Cell with a faculty coordinator and representatives from all stakeholders to monitor the various aspects related to the menace of ragging.
2. Ensure the requirements are met in accordance with the regulations of the Central and State governments, UGC, and court orders, including the prevention of ragging by students and parents, the implementation of awareness programmes, and other relevant factors.
3. Ensure creation, development and nurturing a conducive, socio-academic environment within the student population.
4. Establish and sustain a high level of confidence among the newcomers and their parents or guardians to ensure that they feel welcomed and supported, rather than tormented and intimidated.
5. Advocate zero tolerance towards any acts such as conspiracy, riot, public nuisance, physical/ psychological humiliation, extortion, assault, wrongful restraints/confinement, violation of decency and morals and other acts recognized as forms of ragging.
6. Keep in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.
7. Organize orientation programs for the student community, both freshers and seniors, to raise awareness on the constitutional and institutional laws and regulations concerning ragging.
8. Encourage the new entrants to report any act of misconduct that they are subjected to or have witnessed, by the senior students, to the authority concerned.
9. Enforce disciplinary actions as a means of deterring any violation of the 'Anti-Ragging Policy'.



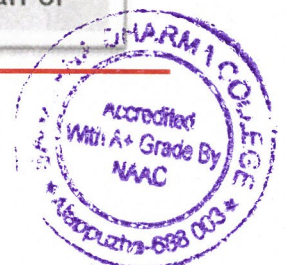


SANATANA DHARMA COLLEGE

ALAPPUZHA

11. CONDUCT AND DISCIPLINE

1. Admission to the College is made on the basis of regulations regarding admissions stated in the prospectus of Kerala University. The following rules are to be observed to maintain the discipline in and out of the college.
2. The Principal/College council shall be the ultimate authority in respect of all matters concerning discipline of students. However, the Principal may refer cases of indiscipline, as he deems fit, to a commission/committee for enquiry and recommendation.
3. Every student of the college is a member of the Sanatana Dharma Vidyasala family and every student has the responsibility to carry forward the rich tradition of the institution in curricular and extra curricular fields.
4. The students of the College are therefore expected to conduct themselves both in and out of the College with dignity, decorum and restraint. They should be cleanly dressed, courteous to everyone, punctual and regular in attendance and systematic in their studies.
5. There will be a prayer at 9.55 am. During that time, the college gate will remain closed. The gate will be re-opened only after the prayer. All students are expected to give due respect to the college prayer.
6. Students are expected to be in their classes in time and shall not come late. No latecomer shall enter the classroom without the permission of the Teacher-in-charge.
7. Every student shall respectfully greet the Teachers on occasion of his/her first meeting them for the day within the college premises or outside.
8. When the Teacher enters the classroom the students shall rise and remain standing until the Teacher takes his/her seat or directs them to sit.
9. Students shall occupy only those seats assigned to them.
10. No student shall leave a class without the permission of the Teacher or until the class is dismissed.
11. Students are not permitted to summon other students from their classes during class time. If the urgency of the matter justifies such a summoning they may approach the Head of the Department or Principal who will send for the student required.
12. Students shall show implicit obedience to the Teacher. They shall be quiet and attentive and shall not cause any disturbance, which may interfere with the process of teaching and learning.
13. Students are not allowed to crowd in front of classrooms and staff rooms or run or walk making noise along the verandah or

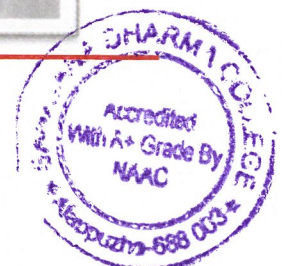




SANATANA DHARMA COLLEGE

ALAPPUZHA

- in college campus. This will constitute a serious breach of discipline.
14. When it is necessary for students to move from one classroom to another they shall do so quietly, keeping to the left and in single line so as not to cause inconvenience to others who may be using the passage or the staircases. There shall be no overcrowding or obstruction to others.
 15. Students are warned against writing, drawing or otherwise defacing the walls of the college building. They shall also desist from doing any damage to the furniture and property of the college. Any breach of this rule will be viewed as serious indiscipline and dealt with as such including levying of fine.
 16. Students using State Transport buses and Boats shall respect the rule of the transport authorities. Report of violation of the prescribed rules may lead to cancellation of student concession by authorities.
 17. Immediately after admission, every student must get an identity card, available free of cost in the college office. This must be properly filled in and got attested by the Principal. Students should be in possession of identity card while in the college premises and produce whenever necessary or demanded. A fine of Rs.50/- shall be levied for a duplicate identity card.
 18. Refusal to show the identity card or refusal to give one's name and class to any teacher of the college or furnishing false information will be deemed as serious misconduct.
 19. The identity card shall be produced to prove the identity of the student at the time of voting to the college elections, if any, for obtaining hall tickets, refund of caution deposit, payment of scholarship amounts, stipends etc
 20. It is expected that students will aim to put in 100% attendance and will not absent themselves except for absolutely unavoidable reasons. Attendance, character and progress are the criteria of eligibility for being presented for the University Examinations. Students who have not secured 75% of attendance are not eligible to take University Examinations. If the shortage is below 20 days, condonation of shortage will be granted by the University. Application in the prescribed form for condonation are to be sent remitting Rs.200/-. This condonation is allowed only for one time during a course of study.
 21. On no account should students absent themselves from college without proper leave, which should ordinarily be applied in advance, except due to unforeseen reasons. Absence without leave for one or more days will be considered gross breach of

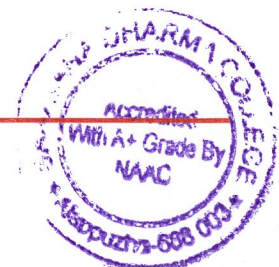




SANATANA DHARMA COLLEGE

ALAPPUZHA

- discipline and will not only entail forfeiture of attendance, but render the students liable to fine and disciplinary action.
22. Application for leave of their ward must be submitted by parent or guardian and should be addressed to the Principal. If the leave is due to illness lasting for more than a week, application must be accompanied by a medical certificate from a qualified Doctor.
 23. A student absenting himself/herself without leave for more than 10 consecutive working days is liable to have his/her name removed from the college rolls.
 24. The Principal and College Council, if deemed, necessary, constitute a liaison committee for the purpose of discussing matters of common interest, for taking decisions with the ultimate aim of ensuring smooth functioning of the college. The College Council will decide the constitution of the liaison committee.
 25. Students are strictly warned against indulging in ragging / teasing other students, especially the juniors. Any student found indulged in ragging / teasing others would have to face criminal proceedings as directed by the Hon'ble Supreme Court of India.
 26. **Non-vegetarian food is not allowed inside the college premises.**
 27. **Use of Mobile Phones is not allowed in the college campus.**





SANATANA DHARMA COLLEGE ALAPPUZHA

AWARENESS PROGRAMMES - ACADEMIC YEAR 2021-22

Sanatana Dharma College in collaboration with different organisations convened several programmes on gender, environment studies, human Values, Legal Awareness and professional ethics. The key objectives of these programmes were to inculcate social values, human values and moral values among the students. Women's Studies Cell of Sanatana Dharma College; Alappuzha in association with Ambalappuzha Taluk Legal Service Committee conducted an **Anti-ragging awareness program** on 30th September 2022. Smt. Jalaja Rani M.T, Sub Judge, District Legal Services Authority, Alappuzha inaugurated the programme and Adv. Karthikeyan V.S was the Resource Person.

The poster features logos at the top for S.D. College, a colorful flower emblem, and the National Emblem of India with the motto 'Satyameva Jayate' and 'ACCESS TO JUSTICE FOR ALL'. The main text reads: 'Women's Studies Cell S.D.College, Alappuzha In Association with AMBALAPPUZHA TALUK LEGAL SERVICE COMMITTEE'. The central theme is 'Awareness Programme ANTI RAGGING' with a 'STOP RAGGING' banner and an illustration of hands holding a banner. The event details are: 'Audio visual hall, S D College, Alappuzha 30th September 2022 10.00 am - 12.00 pm'. The 'PROGRAMME' section lists: PRAYER; WELCOME SPEECH: Dr. SINDHU ANTHEJANAM, Asst Women's Cell- Co-ordinator, S.D.College; CHAIR PERSON: DR. JYOTHISREE BALAKRISHNAN, Women's Cell Coordinator; INAUGURAL ADDRESS: Smt. JALAJA RANI M.T., Sub. Judge, DLSA, Alappuzha; KEYNOTE ADDRESS: Dr: SARASWATHY ANTHARJAMAM, Principal in charge; RESOURCE PERSON: Adv. KERTHIKEYAN V. S.; VOTE OF THANKS: DR. GOWRIKRISHNA, Asst. Professor, Dept of Economics & Women's Cell- Executive Member. Photographs of the resource person (Adv. KERTHIKEYAN V. S.) and programme coordinator (Smt. BINDU BAI B.) are shown at the bottom.

Women's Studies Cell
S.D.College, Alappuzha

In Association with
AMBALAPPUZHA TALUK
LEGAL SERVICE COMMITTEE

Awareness Programme ANTI RAGGING

STOP RAGGING

Audio visual hall, S D College, Alappuzha

30th September 2022
10.00 am - 12.00 pm

PROGRAMME

PRAYER

WELCOME SPEECH:
Dr. SINDHU ANTHEJANAM
Asst Women's Cell- Co-ordinator,
S.D.College

CHAIR PERSON
DR. JYOTHISREE BALAKRISHNAN
Women's Cell Coordinator

INAUGURAL ADDRESS:
Smt. JALAJA RANI M.T.
Sub. Judge, DLSA, Alappuzha

KEYNOTE ADDRESS:
Dr: SARASWATHY ANTHARJAMAM
Principal in charge

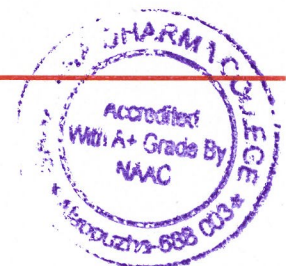
RESOURCE PERSON
Adv. KERTHIKEYAN V. S.

VOTE OF THANKS:
DR. GOWRIKRISHNA
Asst. Professor, Dept of Economics &
Women's Cell- Executive Member

INAUGURATION

Adv. KERTHIKEYAN V. S.
Smt. BINDU BAI B.

RESOURCE PERSON **PROGRAMME COORDINATOR**





SANATANA DHARMA COLLEGE ALAPPUZHA

Sanatana Dharma College's PTA organized an Induction Program for the first-year UG students. This **One-Week Induction Program** was led by Mr. S. Ratheesh Kumar; Kerala University Resource Person and his class included orientation, personality development, Life Skill Practice, Career Guidance etc. He created awareness among the students about the rules and regulations of the college. The Program was scheduled from March 15 to March 22, 2021.

PTA SD COLLEGE ALAPPUZHA
Induction programme for first degree students

TIME TABLE
.....


Botany - Zoology : March 15
Physics - Chemistry : March 16
Mathematics - Microbiology : March 17
English - Communicative English : March 18
Hindi - Malayalam : March 19
Commerce (two batches) : March 20
Economics - History : March 22

TIME: 9 AM - 1 PM

SD COLLEGE PTA

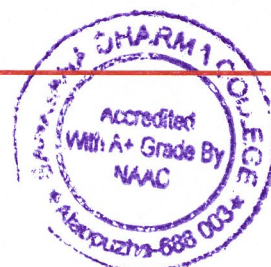
**INDUCTION PROGRAMME
FOR FIRST YEAR STUDENTS**
March : 15-22

Venue : Golden Jubilee Auditorium
Time: 9 Am 1 Pm



Resource Person :
Mr. S. Ratheesh Kumar
(University Resource Person)

Programmes Include
Ice Breaking
Orientation, Personality Development
Life Skill Practice, Career Guidance





SANATANA DHARMA COLLEGE ALAPPUZHA

P.G. & Research Department of Commerce, Sanatana Dharma College organized an Invited lecture on **Acknowledging Gender Sensitization for Social Justice** on July 07, 2021, as part of the Platinum Jubilee webinar Series. The session was handled by Dr. P.A. Baby Shari, Professor, Department of Psychology, University of Calicut.



Resource Person:
Dr. P.A. Baby Shari
Professor
Dept. of Psychology
University of Calicut

**P.G. & RESEARCH DEPARTMENT OF COMMERCE
SANATANA DHARMA COLLEGE ALAPPUZHA**
(Re-accredited by NAAC with A+ Grade)



PLATINUM JUBILEE WEBINAR SERIES INVITED LECTURE—ACKNOWLEDGING GENDER SENSITIZATION FOR SOCIAL JUSTICE

About the Programme:

P.G. & Research Department of Commerce, Sanatana Dharma College, comprehending the call for gender equality and infusing the spirit of empathy into the views of other gender, is determined to hold a live session on the positives of Gender Sensitization. The session, to be handled by an Expert in the field, intends to modify the behaviour and outlook of today's youth in terms of gender equality. The programme is scheduled to be held on **07/07/2021 at 7.00 P.M.** The Department welcomes all those who are interested to learn more about this. Certificates will be issued to all the participants.

About the Department:

Post Graduate & Research Department of Commerce is the maiden department of the college which was started in the year 1946, with National Diploma in Commerce. The Department is the most sought-after with two UG batches and one PG alongside its top-notch research centre. The College and Department is in its 75th year of imparting quality education. As part of this, many programmes in various areas, are planned as we peddle to the next level of our mission of spreading education.

For details:
Mob-9446536514

Dr. Priya R.
(Coordinator)

Teaching Faculty of Department

1. Dr. Krishnan M. (H.O.D.)
2. Dr. Vineeth Chandra K.S
3. Dr. Prasanth S. Pai
4. Dr. Priya R.
5. Smt. SreeLakshmi S. Prabhu
6. Smt. Aswathy S.
7. Shri. Damu Chandran C.

