



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

(Implementation of Guidelines of
Statutory Bodies)



1. Implementation of guidelines of statutory/regulatory bodies

The Grievance Redressal Cell's goal is to resolve complaints from students. This cell is functional, with the Principal serving as head and a faculty member as coordinator. It addresses the sensitive areas that require patient listening, understanding, care, and redress in the form of needy action. Through open, uninhibited written suggestions, the college can get the pulse of all stakeholders. The Grievance Redressal Cell manages written complaints by depositing them in the Complaint Box or Suggestion Box. Additionally, students have the option to submit grievances via email to the Principal or through the college website. The primary motive of the Cell is to probe the complaints lodged by a student and take prompt action. In addition to monitoring, overseeing, and resolving grievances, the Grievance Redressal Cell also works to prevent them. The College Handbook provides detailed information regarding anti-ragging and rigorous adherence to government and university rules and regulations. The students admitted to the college have the responsibility to observe and abide by the values prescribed by the college, university, UGC and the government.

18. INTERNAL COMPLAINTS COMMITTEE (ICC)

Sexual harassment

As per the directives of the Hon'ble Supreme Court of India a Complaints Committee has been constituted in the college. Girl students and lady teachers are free to approach this committee in case they face any sexual harassment. Dr. P. Girija, HOD & Associate Professor of Chemistry is the Coordinator.

19. ANTI-RAGGING CELL

To prevent any type of activities that comes under ragging. Constant monitoring is done through the Anti Ragging Cell. Dr. J. Veena (HOD, Department of Hindi) acts the coordinator.

20. STUDENT GRIEVANCE & REDRESSAL CELL

Student Grievance & Redressal Cell (SGRC) : To address genuine problems and complaints of students whatever be the nature of the problem : Co-ordinator Dr. Bindu Nair, Dept. of English HOD & Vice Principal

21. EQUAL OPPORTUNITY CELL & SC/ST CELL

Co-ordinator - Dr. Rajesh S.R. (Physics)

22. DISCIPLINE COMMITTEE

The Discipline Committee ensures that the students maintain discipline and abide by the rules and regulations of the college. The committee also sees to that indisciplined behaviour and manerice is curbed. Besides the students are instructed on the significance of building good character. Discipline committee has members representations from all the departments, headed by Dr. Veena J. HOD of Hindi.





Details of the Statutory Committees

At Sanatana Dharma College, four statutory committees, constituted as per the UGC guideline, collaborate to resolve any grievances that may arise on campus. They are the

- Grievance Redressal Cell
- Discipline Committee
- Anti-ragging Committee
- Internal Complaints Committee (Sexual Harassment).

The Principal serves as the chairman of all the committees. These statutory bodies appoint their members for a two-year term. The committee appoints a coordinator to oversee its operations, and it appoints both teaching and non-teaching staff members at the college as additional members to ensure transparency and efficiency. The Discipline Committee appoints members of the staff community to assist the coordinator in monitoring the committee's activities and initiating grievance redressal procedures as necessary. In the Internal Complaints Committee (Sexual Harassment), a senior teacher serves as the convenor to monitor the cell's activities.

Statutory Committees for the years 2019-2021.

Anti – Ragging Committee

Chairman- Dr. P.R. Unnikrishna Pillai (Principal)

Coordinator- Dr. V. N. Sanjai, Asso. Prof of Botany

Members- Dr. J. Veena, Asst. Prof of Hindi

Dr. Sindhu Antherjanam, Asst. Prof of Malayalam

Ms. Saritha M, Asst. Prof of English





Grievance Redressal Cell

Chairman- Dr. P.R. Unnikrishna Pillai (Principal)

Coordinator- Dr Meena Janardanan, Asso. Prof of Zoology

Members- Dr. P. Girija, Asso. Prof of Chemistry
Dr. Maya B. Nair, Asst. Prof of Zoology
Ms. Manju. V, Asst. Prof of Physics

Discipline Committee

Chairman- Dr. P.R. Unnikrishna Pillai (Principal)

Coordinator- Dr. J. Veena, Asst. Prof of Hindi

Members- Dr. Lekshmi S, Asso. Prof of Physics
Dr. Narayanan, Asst. Prof of Sanskrit Dr.
Vineeth Chandra K.S., Asst. Prof of Commerce

Internal Complaints Committee (Sexual Harassment)

Chairman- Dr. P.R. Unnikrishna Pillai (Principal)

Coordinator- Dr. Bindu Nair, Asso. Prof of English

Members- Dr. Lekshmi. S, Asso. Prof of Physics
Capt. V Anupama, Asst. Prof of Economics
Ms. Gauri Krishna. S,
Sri. Santhosh Kumar S, Senior Superintendent





SANATANA DHARMA COLLEGE ALAPPUZHA

APPOINTMENT ORDERS 2019-2021

SANATANA DHARMA COLLEGE
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 Sanathanapuram, Alappuzha-688 003, Kerala, India
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 Mob: 9446005200, Fax: +91-477-2266704
 www.sdcollege.in, e-mail: sanatana@sd@gmail.com

NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Dear Dr/Sr/Prof. DEV N SANJAI Date: 18.02.2019
Asst Prof of Botany

As you are aware, our College is the oldest and largest grant-in-aid institution under the University of Kerala and occupies a pride of place among the higher education institutions. As part of the post-accreditation initiatives of the College, new quality enhancement activities are being undertaken in accordance with directives from the Management and recommendations of the IQAC.

I am happy to nominate you as the Coordinator/Assistant Coordinator /Convenor/ Member of the ANTI-RACISM COMMITTEE for a period of 2 years from this date. Please contact the IQAC Coordinator for further directions.

This Committee/Club/Forum will ensure that the necessary quality enhancement and sustenance initiatives in the College are planned and executed in a professional manner in consultation with the Principal/IQAC. Your whole-hearted cooperation is absolutely necessary in order to ensure this and prepare for the 4th Cycle of assessment and NAAC accreditation during the academic year, 2022-23. The College has entrusted you with this duty on the firm conviction that you will fulfil the responsibilities assigned, to the best of your ability and in the interest of the institution.

Principal
 DR. P.R. UNNIKRISHNA PILLAI
 PRINCIPAL
 S.D. College, Alappuzha

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NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Dear Dr/Sr/Prof. MEENA JANARDANAN Date: 18.02.2019
Asst Prof of Zoology

As you are aware, our College is the oldest and largest grant-in-aid institution under the University of Kerala and occupies a pride of place among the higher education institutions. As part of the post-accreditation initiatives of the College, new quality enhancement activities are being undertaken in accordance with directives from the Management and recommendations of the IQAC.

I am happy to nominate you as the Coordinator/Assistant Coordinator /Convenor/ Member of the GRIEVANCE REDRESSAL CELL for a period of 2 years from this date. Please contact the IQAC Coordinator for further directions.

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NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Dear Dr/Sr/Prof. J. MEENA Date: 18.02.2019
Asst Prof of Hindi

As you are aware, our College is the oldest and largest grant-in-aid institution under the University of Kerala and occupies a pride of place among the higher education institutions. As part of the post-accreditation initiatives of the College, new quality enhancement activities are being undertaken in accordance with directives from the Management and recommendations of the IQAC.

I am happy to nominate you as the Coordinator/Assistant Coordinator /Convenor/ Member of the DISCIPLINE COMMITTEE for a period of 2 years from this date. Please contact the IQAC Coordinator for further directions.

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NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Dear Dr/Sr/Prof. RINDU NAR Date: 18.02.2019
Asst Prof of English

As you are aware, our College is the oldest and largest grant-in-aid institution under the University of Kerala and occupies a pride of place among the higher education institutions. As part of the post-accreditation initiatives of the College, new quality enhancement activities are being undertaken in accordance with directives from the Management and recommendations of the IQAC.

I am happy to nominate you as the Coordinator/Assistant Coordinator /Convenor/ Member of the INTERNAL COMPLAINTS COMMITTEE for a period of 2 years from this date. Please contact the IQAC Coordinator for further directions.

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Statutory Committees for the years 2021-2023.

Anti – Ragging Committee

- Chairman- Dr. P.R. Unnikrishna Pillai (Principal)
Coordinator- Dr. E. Krishnan Nampoothiri, Asso. Prof of English
Members- Dr. R. Sreekumar, Asso. Prof of Mathematics
Dr. P. Girija, Asso. Prof of Chemistry
Dr. S. Sreerenjini, Asst. Prof of Botany

Grievance Redressal Cell

- Chairman- Dr. P.R. Unnikrishna Pillai (Principal)
Coordinator- Dr. Bindu Nair, Asso. Prof of English
Members- Dr Meena Janardanan, Asso. Prof of Zoology
Dr. Jyothisree Balakrishnan, Asso. Prof of Hindi
Ms. Arathy S, Asst. Prof of English

Discipline Committee

- Chairman- Dr. P.R. Unnikrishna Pillai (Principal)
Coordinator- Dr. J. Veena, Asst. Prof of Hindi
Members- Dr. N. Saraswathy Antherjanam, Asso. Prof of English
Dr. Jyothisree Balakrishnan
Dr. Vineeth Chandra K.S., Asst. Prof of Commerce





Internal Complaints Committee (Sexual Harassment)

Chairman- Dr. P.R. Unnikrishna Pillai (Principal)

Coordinator- Dr. Bindu Nair, Asso. Prof of English

Members- Dr. Maya B. Nair, Asst. Prof of Zoology

Dr. V.G.Rajalekshmi, Asst. Prof of Mathematics

Dr. Vineeth Chandra K.S., Asst. Prof of Commerce

Smt. Aswathy S, Asst. Prof of English

Sri. Santhosh Kumar S, Senior Superintendent





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NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Dear Dr/Smt. BINDU NAIR Date: 05-02-2021
Associate Professor, Dept. of English
As you are aware, our College is the oldest and largest grant-in-aid institution under the University of Kerala and occupies a pride of place among the higher education institutions. As part of the post-accreditation initiatives of the College, new quality enhancement activities are being undertaken in accordance with directives from the Management and recommendations of the IQAC.

I am happy to nominate you as the Coordinator/Assistant Coordinator /Convenor/ Member of the ANTI-RAGGING COMMITTEE, C&C for a period of 2 years from this date. Please contact the IQAC Coordinator for further directions.

This Committee/Club/Forum will ensure that the necessary quality enhancement and sustenance initiatives in the College are planned and executed in a professional manner in consultation with the Principal/IQAC. Your whole-hearted cooperation is absolutely necessary in order to ensure this and prepare for the 4th Cycle of assessment and NAAC accreditation during the academic year, 2022-23. The College has entrusted you with this duty on the firm conviction that you will fulfil the responsibilities assigned, to the best of your ability and in the interest of the institution.


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NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Dear Dr/Smt. VEENA J Date: 05-02-2021
Asst Prof of Hindi
As you are aware, our College is the oldest and largest grant-in-aid institution under the University of Kerala and occupies a pride of place among the higher education institutions. As part of the post-accreditation initiatives of the College, new quality enhancement activities are being undertaken in accordance with directives from the Management and recommendations of the IQAC.

I am happy to nominate you as the Coordinator/Assistant Coordinator /Convenor/ Member of the DISCIPLINE COMMITTEE for a period of 2 years from this date. Please contact the IQAC Coordinator for further directions.

This Committee/Club/Forum will ensure that the necessary quality enhancement and sustenance initiatives in the College are planned and executed in a professional manner in consultation with the Principal/IQAC. Your whole-hearted cooperation is absolutely necessary in order to ensure this and prepare for the 4th Cycle of assessment and NAAC accreditation during the academic year, 2022-23. The College has entrusted you with this duty on the firm conviction that you will fulfil the responsibilities assigned, to the best of your ability and in the interest of the institution.


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NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Dear Dr/Smt. E. K. MOHANA BHARATHINI Date: 05-02-2021
Associate Professor, Dept. of English
As you are aware, our College is the oldest and largest grant-in-aid institution under the University of Kerala and occupies a pride of place among the higher education institutions. As part of the post-accreditation initiatives of the College, new quality enhancement activities are being undertaken in accordance with directives from the Management and recommendations of the IQAC.

I am happy to nominate you as the Coordinator/Assistant Coordinator /Convenor/ Member of the ANTI-RAGGING COMMITTEE, C&C for a period of 2 years from this date. Please contact the IQAC Coordinator for further directions.

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NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Dear Dr/Smt. BINDU NAIR Date: 05-02-2021
Asst Prof of English
As you are aware, our College is the oldest and largest grant-in-aid institution under the University of Kerala and occupies a pride of place among the higher education institutions. As part of the post-accreditation initiatives of the College, new quality enhancement activities are being undertaken in accordance with directives from the Management and recommendations of the IQAC.

I am happy to nominate you as the Coordinator/Assistant Coordinator /Convenor/ Member of the SKILLWARRIOR PROGRAM, C&C for a period of 2 years from this date. Please contact the IQAC Coordinator for further directions.

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