

## 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 antiragging 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 GRIEVENCE & REDRESSAL CELL

Student Grivance & 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 OPPERTUNITY 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 manerce 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
ΠI	nternal 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

Menthermi. 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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#### NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Date: 18-02-2019

Dear Drawitisms. Dr. V. N. SANJAT Date: 18-02-2016

As you are sware, our College is the oldest and largest grant-in-aid institution under the University of Korate 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

This Committee/Club/Forum will ensure that the ne and sustenance initiatives in the College are planned and executed in a professional manner in consultation with the Principal/QAC. Your whole-hearted cooperation is absolutely nocessary 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 assig to the best of your stillty and in the interest of the institution.

Principal

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#### SANATANA DHARMA COLLEGE

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#### NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Date: 18 - 02 - 2019

Dear Difference, M.C.E.N.A. JANAS.DANAN
Asse Prof of Science 37
As you are aware, our College is the oldest and largest grant-in-aid institution under the University of Kerata 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

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#### NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

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Gr. P.R. UNDERTOSHOLA PILLA, PRINCIPAL S.D. College, Allegazina



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#### NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

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Lam happy to nominate you as the Coordinator/Assistant-Coordinator/Convenor/ of 2 years from this date. Please contact the IQAC Coordinator for further directions.

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Principal

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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



## SANATANA DHARMA COLLEGE **ALAPPUZHA**

#### **APPOINTMENT ORDERS 2021-2023**



#### SANATANA DHARMA COLLEGE

Affiliated to University of Kersis Re Accredited by NAAC with A+ Grade (3rd Cycle) Sandhansouron, Aspoura-680 003, Kersis, Inda Prione: 491-477 - 225/320 (office) / 225/320 (Principal Mole - 94/80/520) Fax: 491-477-206720 www.stocolega.h-e-mail: sandsanson@gmei.com

#### NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Dear Dr.Swisnet. B (India. No.) in

Associate Replacer, Appt. c) Singlish
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-eccreditation initiatives of the College, new quality enhancement activities are being undertaken in accordance with directives from the Management and recommendations of the IQAC

Lam happy to nominate you as the Coordinator/Assistant Goordinator /Convenor/ Member of the ... ANTL TEXNAL HARASIMENT COST COST COST OF a period of 2 years from this date. Please contact the IQAC Coordinator for further direction

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 scademic 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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#### SANATANA DHARMA COLLEGE

Affiliated to University of Kerala Re Accreditted by NAAC with A+ Grade (3rd Cycte) Switchmapuren, Alappurthe 468 003, Kerala, India Promi +91 -477 - 2288/30 (differ) 2286/704 (Principal) Mob. 9446005200, 28x +91-477-2286/704 www.scoolooge.in. email: assatianeming@gmail.com

#### NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Dear Directions, VELENA, J. Date: AC. Ga. Re. 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 nhancement 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 er of the This call that the Coordinat STEE) for a period Member of the of 2 years from this date. Please contact the IDAC Coordinator for further directions

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#### SANATANA DHARMA COLLEGE

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#### NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Dear Deskelben, E. K.Nohnan, Hempsylbini Associal: Referen, Argh. of English As you are alware, our College's the oldest and largest grant-in-eld institution under the University of Kerale 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 fro Management and recommendations of the IQAC

Member of the ANTI-ESCHMITE COMMITTEE CASC) of 2 years from this date. Please confect the IQAC Coordinator

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#### SANATANA DHARMA COLLEGE

#### NOMINATION OF COORDINATOR/CONVENOR/MEMBER OF COMMITTEES

Dear Drischsmit, Patrick Mark

Date: 30 - 0.2 - 3041

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