



# **SREE NARAYANA COLLEGE KANNUR**

ACCREDITED BY NAAC WITH 'A' GRADE (AFFILIATED TO KANNUR UNIVERSITY)

Sree Narayana College Kannur, P.O. Thottada, Kannur, Kerala, India - 670 007

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## **5.1.4 ANNUAL REPORT OF GRIEVANCE COMMITTEES**

**REPORT OF GRIEVANCE REDRESSAL COMMITTEE,  
ANTI-RAGGING COMMITTEE, INTERNAL COMPLAINT  
COMMITTEE AND ANTIWOMEN HARASSMENT CELL**



## **MECHANISM OF GRIVANCE REDRESSEL COMMITTEE**

### **STUDENTS GRIEVANCE REDDRESSEL CELL**

The Students' Grievance Redressal Cell at SN College, Kannur, was established with the primary objective of addressing student complaints and ensuring a smooth learning experience. It reflects the college's commitment to fostering an inclusive and student-friendly atmosphere. The cell works as a bridge between the administration and students, handling complaints related to academic discrepancies, infrastructure, harassment, unfair evaluation, and other student-related matters. The committee also plays an educational role by promoting awareness of students' rights and encouraging open communication.

The cell follows a structured grievance redressal process, ensuring confidentiality and fairness. The presence of such a cell encourages students to report their issues without fear of retaliation, making the college a safer and more conducive place for learning. Through continuous improvements and timely interventions, the Grievance Redressal Cell at SN College aims to enhance the overall student experience and uphold the values of justice and equality.

#### **Objectives of the Cell**

The major objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. This aims;

- 1.To help the students to lodge their complaints and solve their problems related to academics, resources and personal grievances freely without any fear of
- 2.To ensure an effective solution to the student grievance with an impartial and fair
- 3.To prevent non-transparent or unfair practices
- 4.Advising students of the institution to respect the rights and dignity of one another and show utmost restraint and whenever any occasion of the rift

#### **Mechanism of the Cell**

Step 1: Receiving Letter in SGRC Box: The Complaint Box has been installed in the college. Students can put their grievances in writing on the issues related to academics, infrastructure, examination, office and administration.

Step 2: Unboxing the Letter by Grievance Coordinators: Every Saturday the SGRC Box will be unboxed by the coordinators.

Step 3: Analysis and Augmentation of the Issues: After receiving the Grievances, it will be analyzed by the coordinators and passed on to the management or concerned departments for Redressal.

Step 4: Redressal of the Issues: Students' Grievance Redressal Cell ensures that the grievances are resolved by the concerned department or management within a span of the prescribed time of 30 days.



## REPORT OF STUDENT GRIEVANCE COMMITTEE 2019 - 2024

### Committee conveners and members

#### 2019 -2020

1. Dr. C.R. Lalitha (Coordinator)
2. Dr. B.V. Lasitha (Member)
3. Mr. Rajeev. M Chandran (Member)
4. Ms. Divya. P.M (Member)
5. Ms. Amutha. R (Member)

#### 2020 – 2021

- 1.Dr. Rajeev. M (Coordinator)
2. Dr. M.V. Jeeshna (Member)
3. Ms. Sumitha Chandran (Member)
4. Ms. Divya. P.M (Member)
5. Ms. Amutha. R (Member)

#### 2021 -2022

1. Dr. Rajeev. M (Coordinator)
2. Dr. M.V. Jeeshna (Member)
3. Ms. Sumitha Chandran (Member)
4. Ms. Divya. P.M (Member)
5. Ms. Amutha. R (Member)

#### 2022 -2023

1. Dr. Rajeev. M (Coordinator)
2. Dr. M.V. Jeeshna (Member)
3. Ms. Sumitha Chandran (Member)
4. Ms. Divya. P.M (Member)
5. Ms. Amutha. R (Member)
6. Dr. Bijoy. M (Member)

#### 2023 – 2024

1. Dr. Rajeev. M (Coordinator)
2. Dr. M.V. Jeeshna (Member)
3. Ms. Sumitha Chandran (Member)
4. Ms. Divya. P.M (Member)
5. Ms. Amutha. R (Member)
6. Dr. Bijoy. M (Member)
7. Ms. Rashida. T. N. K (Member)

**DETAILS OF STUDENT GRIEVANCE AND ACTION TAKEN 2019 -2020**

<b>Date</b>	<b>Grievance reported by</b>	<b>Details of Grievance</b>	<b>Action taken</b>	<b>Support given by</b>
10 Aug 2019	Microbiology final year students	Leakage in the Lab	Removed	Management
20 Oct 2019	Union reps	Auditorium infrastructure	Referred to Principal	PTA
05 March 2020	Student Union	Cleanliness in the canteen	Referred to principal and decided to paint the canteen	Management
15 march 2020	Students of Final year maths	Ceiling fan not working	Referred to principal assured to solve	PTA
15 March 2020	Student Union	Lack of Mobile phone for online class	Referred to principal	Staff club of SN College

**DETAILS OF STUDENT GRIEVANCE AND ACTION TAKEN 2020 -2021**

<b>Date</b>	<b>Grievance reported by</b>	<b>Details of Grievance</b>	<b>Action taken</b>	<b>Support given by</b>
15 Aug 2020	Final year botany students	Leakage of class room	Referred to principal and resolved	Management
16 Aug 2020	Microbiology dept	Ceiling fan repair in lab	Referred to principal and decided to fix new fans	PTA
25 Sept 2020	Chemistry students	Tiling of the lab	Referred to principal and decided to tile the floor	Management
30 oct 2020	Students union	Lack of washing taps	Referred to principal and decided to fix more taps at different areas	PTA
02 Feb 2021	Final year physics students	Lack of fans in BSc. Lab	Referred to principal and decided to resolve	PTA



**DETAILS OF STUDENT GRIEVANCE AND ACTION TAKEN 2021 -2022**

<b>Date</b>	<b>Grievance reported by</b>	<b>Details of Grievance</b>	<b>Action taken</b>	<b>Support given by</b>
21 June 2021	Student Union	Fans not working in language class rooms	Referred to principal and decided to fix more fans and to repair the existing ones	PTA
29 Aug 2021	Student Union	Cleanliness in girls rest room	Referred to principal and decided to clean the rest room	PTA
25 sept 2021	Students of commerce	Lack of waste bins in the dept	Referred to principal and placed 5 small bins in each class	PTA
10 Dec 2021	Students of Economics dept.	Worm problem in class	Referred to principal and decided to cut the branches of mango tree	Management
12 Jan 2022	College union	Waste management in campus	Referred to principal and decided to observe dry day in campus. Green protocol also implemented	Union, Staff Club and PTA

**DETAILS OF STUDENT GRIEVANCE AND ACTION TAKEN 2022 -2023**

<b>Date</b>	<b>Grievance reported by</b>	<b>Details of Grievance</b>	<b>Action taken</b>	<b>Support given by</b>
12/09/2022	Girl students	Cleanliness of girl's toilet	Cleaned the toilet and appointed additional cleaning staff	Management & PTA
7/12/2022	Girl students	Additional napkin	Decided to fix additional	PTA



		vending machine	vending machine	
06/03/2023	Student union	Additional drinking water facility	Decided to fix additional drinking water facility	PTA

**DETAILS OF STUDENT GRIEVANCE AND ACTION TAKEN 2023 -2024**

Date	Grievance reported by	Details of Grievance	Action taken	Support given by
10 June 2023	II Year BCom	Bad smell in toilet	Referred to principal and cleaned the toilet	College
30 June 2023	Union	Plastic bottles in campus	Referred to principal and decided to collect and hand over to the Haritha karma sena	Alumni, Union and teachers
28 July 2023	Students of maths	Leakage of class rooms	Referred to principal and decided to resolve immediately	Management
12 Feb 2024	Nivedya maths association	Class room board condition	Referred to principal and decided to resolve	PTA
14 Feb 2024	Union students	Students bike parking problem	Referred to principal and informed the same to manager	Management
14 Feb 2024	Union students	Lack of cleanliness in boy's toilet	Referred to principal and solved the issue	Management
22 march 2024	Arya. K, economics association secretary	Room no 27 leakages	Referred to principal and decided to resolve immediately	Management
09 march 2024	Tharun. M. Shaji BCom Secretary	Room 1, 2, 91 fans not working	Referred to principal and decided to replace the fans	Management



MINUTES & REPORTS OF GRIEVANCE REDRESSAL COMMITTEE

7

Minutes of the meeting of the Centralized Grievance Redressal cell held on 20.11.2020 at 5.00 pm through Online.

Following members were present

1. Dr. K. Ajayakumar (Principal)
2. Dr. M. Rajeev (Co-ordinator)
3. Dr. Jeeshina.M.V (Member)
4. Ms. Divya.P.M (Member)
5. Ms. Amudha.R (Member)
6. Ms. Sunilisa Chandran (Member)


Agenda

1. Review of the meeting held on 20.08.2020.
2. Follow up on the student related grievances that were put forth in the previous meeting.
3. Any other items with the permission of the chair.

After discussion of each item, following decisions were taken

1. The committee take a follow up on the student related grievances that were put forth in the previous meeting and all the committee members approved the minutes of the meeting held on 20.08.2020.
2. No grievances were reported during the period.

The meeting concluded at 6.00 pm.

  
Principal

8

Minutes of the meeting of Centralized Grievance Redressal cell held on 19.06.2020 at 4.00 pm through Online.

Following Members were present


1. Dr. K. Ajayakumar (Principal)
2. Dr. M. Rajeev (Co-ordinator)
3. Dr. Jeeshina.M.V (Member)
4. Ms. Divya.P.M (Member)
5. Ms. Amudha.R (Member)
6. Ms. Sunilisa Chandran (Member)

Agenda

1. Planning for events to be encouraged during the academic year.
2. Interaction with first year student to introduce the committee.
3. Any other items with the permission of the chair.

After discussion of each item, following decisions were taken

1. It is decided to plan various events during the academic year 2020-21 for the redressal of the problems reported by the students and to ensure the hassle free atmosphere in the college campus and to maintain a good teacher-student and student-student relationship.
2. It is decided to conduct an interaction session with first year students to introduce and aware of the importance and functions of the Centralized Grievance Redressal cell in the college, and to make aware of the objectives and functioning of the cell.
3. The meeting concluded at 5.30 pm.

  
Principal 19/6/20

5

Minutes of the meeting of the Centralized Grievance Redressal cell held on 20.05.2020 at 4.30 pm through online.

Following members were present in the meeting

1. Dr. K. Ajayakumar (Principal)
2. Dr. M. Rajeev (Co-ordinator)
3. Ms. Amudha.R (Member)
4. Ms. Divya.P.M (Member)
5. Dr. Jeeshina.M.V (Member)
6. Ms. Sunilisa Chandran (Member)


Agenda

1. Review of the meeting held on 19.06.2020.
2. To take a follow up on the student related grievances that were put forth in the previous meeting.
3. Any other matter with the permission of the chair.

After discussion of each item, following decisions were taken

1. Confirmed the minutes of the Grievance Redressal meeting held on 19.06.2020 by all the committee members.
2. Due to covid Pandemic classes were taken through online. No physical presence of students at college. So, no issues were reported during the period.

The meeting concluded at 5.30 pm.

  
Principal

9

Minutes of the meeting of the Centralized Grievance Redressal cell held on 10/02/2020 at 4.00 pm through Online.

Following members were present

1. Dr. K. Ajayakumar (Principal)
2. Dr. M. Rajeev (Co-ordinator)
3. Ms. Divya.P.M (Member)
4. Dr. Jeeshina.M.V (Member)
5. Ms. Amudha.R (Member)
6. Ms. Sunilisa Chandran (Member)


Agenda

1. Review of the meeting held on 20.11.2020.
2. To take a follow up on the student related grievances that were put forth in the previous meeting.
3. Any other matter with the permission of the chair.

After discussion of each item, following decisions were taken

1. Confirmed the minutes of the meeting held on 20/11/2020 by all the committee members.
2. No issues were reported by the students during the period.

The meeting concluded at 5.30 pm.

  
Principal



**REPORT OF CENTRALIZED GRIEVANCE REDRESSAL CELL  
HELD ON 08/07/2022**

**Grievance(s) Received and Action(s) Taken**

1. It has been decided to organize a series of events throughout the academic year 2022-23 to address the issues raised by students, foster a hassle-free environment on the college campus, and promote positive teacher-student and student-student relationships.
2. Additionally, it has been decided to conduct an interaction session with first-year students to introduce them to the importance and operations of the Centralized Grievance Redressal Cell in the college. This session aims to raise awareness about the cell's objectives and functions.
3. No grievances were raised by the students during this period.



Co-ordinator



**REPORT OF CENTRALIZED GRIEVANCE REDRESSAL CELL**

**HELD ON 12/09/2022**

**Grievance(s) received before the Cell**

1. Several students raised complaints regarding the cleanliness of the girls' room and toilets.

**Action(s) Taken**

1. The decision has been made to appoint additional cleaning staff to maintain the cleanliness of the girls' room and toilets.

  
Co-ordinator



**REPORT OF CENTRALIZED GRIEVANCE REDRESSAL CELL**

**HELD ON 07/12/2022**

**Grievance(s) received before the Cell**

1. The students requested the installation of additional sanitary napkin vending machines in the girls' room.

**Action(s) Taken**

1. It has been decided to install more sanitary napkin vending machines in the girls' rooms.



Co-ordinator



**REPORT OF CENTRALIZED GRIEVANCE REDRESSAL CELL  
HELD ON 06/03/2023**

**Grievance(s) received before the Cell**

1. Some students raised grievances regarding the need for additional drinking water facilities on the campus.

**Action(s) Taken**

1. The matter of providing additional drinking water facilities was taken into account, and the committee resolved to install more water dispensers while also repairing the existing ones.



Co-ordinator



**Minutes of the Meeting of Centralised Grievance Redressal Cell held on**  
**06.03.2023 at 11.30 am.**

Following Members were present in the meeting

- |                        |                |   |
|------------------------|----------------|---|
| 1. Dr.K.Ajayakumar     | (Principal)    |  |
| 2. Dr.Rajeev.M         | (Co-ordinator) |  |
| 3. Dr.Jeeshna.M.V      | (Member)       |  |
| 4. Ms.Divya.P.M        | (Member)       |  |
| 5. Dr.Amutha.R         | (Member)       |  |
| 6. Dr.Sumitha Chandran | (Member)       |  |
| 7. Dr.Bijoy.M          | (Member)       |  |

**Agenda:**

1. Review of the meeting held on 07.12.2022.
2. To take the follow up on the student related grievances that were put forth the in the previous meeting.
3. Grievance raised by some students to arrange more drinking water facilities in the campus.
4. Any other items, with the permission of the chair.

After discussion of each item, following decisions were taken.

1. The meeting takes the follow un the student related grievances that were put forth in the previous meeting and the committee members approved the minutes of the meeting held on 11-12-2022.
2. Issue of arranging more drinking water facilities were discussed and the committee decided to install more drinking water machines and repair the existing machines.
3. The meeting concluded at 1.00 pm.

Place: Thottada.

Date: 06-03-2023.

  
Principal



**Minutes of the Meeting of Centralised Grievance Redressal Cell held on**

**08.07.2022 at 3.00 pm.**

Following Members were present in the meeting.

- |                        |                |   |
|------------------------|----------------|---|
| 1. Dr.K.Ajayakumar     | (Principal)    |  |
| 2. Dr.Rajeev.M         | (Co-ordinator) |  |
| 3. Dr.Jeeshna.M.V      | (Member)       |  |
| 4. Ms.Divya.P.M        | (Member)       |  |
| 5. Dr.Amutha.R         | (Member)       |  |
| 6. Dr.Sumitha Chandran | (Member)       |  |
| 7. Dr.Bijoy.M          | (Member)       |  |

Agenda:

1. Planning for events of the cell to be encouraged during the academic year 2022-23.
2. Planning to conduct an Interaction Session with the First Year Students to introduce the aims and functioning of the Grievance Redressal Cell.
3. Any other items, with the permission of the chair.

After discussion of each item, following decisions were taken.

1. It is decided to plan various events during the academic year 2022-23 for the redressal of the problems reported by the students and to ensure the hassle-free atmosphere in the college campus and to maintain a good teacher- student and student-student relationship
2. It is decided to conduct an interaction session with First year students to introduce and aware of the importance and functions of the Centralised Grievance Redressal Cell in the college and to make aware of the objectives and functioning of the cell.
3. The meeting concluded at 4.30 pm.

Place: Thottada

Date: 08-07-2022.

  
Principal



**Minutes of the Meeting of Centralised Grievance Redressal Cell held on  
12.09.2021 at 11.00 am.**

Following Members were present in the meeting

1. Dr.K.Ajayakumar (Principal)
2. Dr.Rajeev.M (Co-ordinator)
3. Dr.Jeeshna.M.V (Member)
4. Ms.Divya.P.M (Member)
5. Dr.Amutha.R (Member)
6. Dr.Sumitha Chandran (Member)
7. Dr.Bijoy.M (Member)

**Agenda:**

1. Review of the meeting held on 08.07.2022.
2. To take the follow up on the student related grievances that were put forth the in the previous meeting.
3. Complaints received from the students regarding the neatness of girls room and toilets.
4. Any other items, with the permission of the chair.

After discussion of each item, following decisions were taken.

1. Confirmed the minutes of the Grievance Redressal Cell meeting held on 19-06-2022 by all the committee members. Principal directed committee members to take initiatives among the student community to create awareness about the various programmes conducted by the cell.
2. The committee proposed to appoint a student counsellor to solve problems of the students. Also decided to support the group tutors to find out the problems of students.
3. It is decided to appoint more cleaning staffs to clean the girl's room and toilets.
4. The meeting concluded at 12.30 pm.

Place: Thottada.






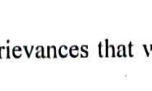
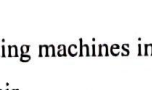
Date: 12-09-2022

Principal



**Minutes of the Meeting of Centralised Grievance Redressal Cell held on  
07.12.2022 at 2.00 pm.**

Following Members were present in the meeting

- |                        |                |  |
|------------------------|----------------|--|
| 1. Dr.K.Ajayakumar     | (Principal)    |    |
| 2. Dr.Rajeev.M         | (Co-ordinator) |    |
| 3. Dr.Jeeshna.M.V      | (Member)       |    |
| 4. Ms.Divya.P.M        | (Member)       |    |
| 5. Dr.Amutha.R         | (Member)       |    |
| 6. Dr.Sumitha Chandran | (Member)       |   |
| 7. Dr.Bijoy.M          | (Member)       |  |

**Agenda:**

1. Review of the meeting held on 17.09.2022
2. To take the follow up on the student related grievances that were put forth the in the previous meeting.
3. Students demanded more Sanitary napkin vending machines in the girl's room.
4. Any other items, with the permission of the chair.

After discussion of each item, following decisions were taken.

1. The meeting takes the follow un the student related grievances that were put forth in the previous meeting and the committee members approved the minutes of the meeting held on 12-09-2022.
2. Decided to install more Sanitary napkin vending machines in the girl's room.
3. The meeting concluded at 3.30 pm.

Place: Thottada.

Date: 07-12-2022.



Principal



**Minutes of the Meeting of Centralised Grievance Redressal Cell held on  
11.10.2023 at 2.00 pm.**

Following Members were present in the meeting

- |                        |                |                         |
|------------------------|----------------|-------------------------|
| 1. Dr. Satheesh.C.P    | (Principal)    | <i>C.P. Satheesh</i>    |
| 2. Dr.Rajeev.M         | (Co-ordinator) | <i>Rajeev M</i>         |
| 3. Dr.Jeeshna.M.V      | (Member)       | <i>Jeeshna M.V</i>      |
| 4. Ms.Divya.P.M        | (Member)       | <i>Divya P.M</i>        |
| 5. Dr.Amutha.R         | (Member)       | <i>Amutha R</i>         |
| 6. Dr.Sumitha Chandran | (Member)       | <i>Sumitha Chandran</i> |
| 7. Dr.Bijoy.M          | (Member)       | <i>Bijoy M</i>          |
| 8. Ms.Rashida.N.T.K    | (Member)       | <i>Rashida N.T.K</i>    |

**Agenda:**

1. Review of the meeting held on 18.08.2023.
2. To take the follow up on the student related grievances that were put forth the in the previous meeting.
3. Complaints received from the students regarding the installation of incinerator in the girls toilets
4. Any other items, with the permission of the chair.

After discussion of each item, following decisions were taken.

1. Confirmed the minutes of the Grievance Redressal Cell meeting held on 19-06-2022 by all the committee members. Principal directed committee members to take initiatives among the student community to create awareness about the various programmes conducted by the cell.
2. It is decided to install incinerator in the girls toilets.
3. The meeting concluded at 3.30 pm.

Place: Thottada.

Date: 11-10-2023



*C.P. Satheesh*  
Principal  
PRINCIPAL  
SREE NARAYANA COLLEGE  
KANNUR



**Minutes of the Meeting of Centralised Grievance Redressal Cell held on**  
**05.02.2024 at 3.30 pm.**

Following Members were present in the meeting

- |                        |                |                             |
|------------------------|----------------|-----------------------------|
| 1. Dr. Satheesh.C.P    | (Principal)    | <i>C.P. Satheesh</i>        |
| 2. Dr.Rajeev.M         | (Co-ordinator) | <i>Dr. Rajeev M</i>         |
| 3. Dr.Jeeshna.M.V      | (Member)       | <i>Dr. Jeeshna M.V</i>      |
| 4. Ms.Divya.P.M        | (Member)       | <i>Ms. Divya P.M</i>        |
| 5. Dr.Amutha.R         | (Member)       | <i>Dr. Amutha R</i>         |
| 6. Dr.Sumitha Chandran | (Member)       | <i>Dr. Sumitha Chandran</i> |
| 7. Dr.Bijoy.M          | (Member)       | <i>Dr. Bijoy M</i>          |
| 8. Ms.Rashida.N.T.K    | (Member)       | <i>Ms. Rashida N.T.K</i>    |

**Agenda:**

1. Review of the meeting held on 15.12.2023.
2. To take the follow up on the student related grievances that were put forth the in the previous meeting.
3. Grievance raised by some students to arrange more drinking water facilities and wash basins in the campus.
4. Any other items, with the permission of the chair.

After discussion of each item, following decisions were taken.

1. The meeting takes the follow un the student related grievances that were put forth in the previous meeting and the committee members approved the minutes of the meeting held on 15-12-2023.
2. Issue of arranging more drinking water facilities and wash basins were discussed and the committee decided to install more wash basins and drinking water machines.
3. The meeting concluded at 4.30 pm.

Place: Thottada.

Date: 05-02-2024.



*C.P. Satheesh*  
Principal  
PRINCIPAL  
SREE NARAYANA COLLEGE  
KANNUR



## MINUTES AND REPORTS OF ANTIRAGGING COMMITTEE

The Anti-Ragging Committee of **SN College, Kannur** plays a vital role in ensuring a safe and supportive environment for all students. Its primary objective is to prevent and address any incidents of ragging within the college campus, fostering a culture of respect, dignity, and inclusivity among students. The committee operates under the guidelines provided by the University Grants Commission (UGC) and the Supreme Court of India, which emphasize zero tolerance for ragging.

### Key Responsibilities:

1. **Prevention:** Conducting awareness programs, workshops, and orientations to educate students about the harmful effects of ragging and the legal consequences associated with it.
2. **Monitoring:** Keeping a vigilant watch across the campus to ensure that no incidents of ragging occur, especially during the beginning of the academic year when new students are most vulnerable.
3. **Support:** Offering a platform for victims of ragging to report incidents in a confidential manner, and ensuring that their complaints are addressed swiftly and fairly.
4. **Action:** Investigating any reported cases of ragging and recommending appropriate actions, including disciplinary measures, against those involved.
5. **Counselling:** Providing counselling to both victims and offenders, promoting rehabilitation and a positive campus atmosphere.

The Anti-Ragging Committee of SN College, Kannur, is composed of faculty members, administrative staff, and student representatives, all of whom work collaboratively to maintain the college's commitment to a ragging-free environment.

### Anti- Ragging committee (Constituted as per the directions of the Supreme Court)

### Anti-Ragging squad (Constituted as per the directions of Supreme Court)

### MEMBERS

#### 2019 – 2020

#### Anti-Ragging Committee

- |                               |  |
|-------------------------------|--|
| 1. District Collector         | : Mr. T.V. Subhash. I. A.S                   |
| 2. College Principal          | : Dr. Sivadasan Thirumangalath               |
| 3. Circle Inspector of police |  |
| 4. Media person               | : Mr. O.C. Mohan Raj (Editor Kerala Koumudi) |
| 5. Social worker              | : President, Nehru yuva Kendra, Kannur       |
| 6. Faculty members            | : Dr. Ajayakumar Koorma (Physical Education) |
|                               | : Dr. K.C. Preetha (Physics)                 |



: Dr. Anitha. P.K (Chemistry)

7. Parent Nominee

: Mr. Surendran (PTA Vice President)

8. Student Nominee

: Muhammed Ribin (College union chairman)

: Bhavana. B. Bharath (Vice chairman)

### **Anti-Ragging Squad**

1. Staff advisor

2. College Union chairman

3. College union vice chairman

4. Teacher nominee

: Ms. Sreya. P (Chemistry))

5. Student nominee

: Mr. Vishnu. P (II BSc. Chemistry)

6. Matron, women's hostel

: Ms. Aswathi Ravi

### **2020 – 2021**

### **Anti-Ragging Committee**

1. District Collector

: Mr. T.V. Subhash. I. A.S

2. College Principal

: Dr. K. Ajayakumar

3. Circle Inspector of police

4. Media person

: Mr. O.C. Mohan Raj (Editor Kerala Koumudi)

5. Social worker

: President, Nehru yuva Kendra, Kannur

6. Faculty members

: Dr. K.P. Prasanth (Botany))

: Dr. B. Lasitha (English)

: Dr. Anitha. P.K (Chemistry)

7. Parent Nominee

: Mr. Surendran (PTA Vice President)

8. Student Nominee

: College union chairman

: Vice chairman

### **Anti-Ragging Squad**

1. Staff advisor

2. College Union chairman

3. College union vice chairman

4. Teacher nominee

: Ms. Sreelatha. E (Malayalam)

5. Student nominee

: Mr. Sohin. A.M(III BSc. Physics)

6. Matron, women's hostel

: Ms. Aswathi Rav



**2021 -2022**

**Anti-Ragging committee**

- |                               |   |
|-------------------------------|---|
| 1. District Collector         | : Mr. T.V. Subhash                            |
| 2. College Principal          | : Dr. K. Ajayakumar                           |
| 3. Circle Inspector of Police |   |
| 4. Media Person               | : Mr. O.C. Mohan Raj (Editor, Kerala Koumudi) |
| 5. Social worker              | : President, Nehru Yuva Kendra, Kannur        |
| 6. Faculty members            | : Dr .K.P. Prasanth (Botany)                  |
| 7. Dr. B.V. Lasitha           | : (English)                                   |
| 8. Dr. Anitha. P.K            | : (Chemistry)                                 |
| 9. Parent Nominee             | : PTA Vice President                          |
| 10. Student Nominee           | : College Union Chairman                      |

**Anti-Ragging Squad**

- |                                |                                     |
|--------------------------------|-------------------------------------|
| 7. Staff advisor               |                                     |
| 8. College Union chairman      |                                     |
| 9. College union vice chairman |                                     |
| 10. Teacher nominee            | : Ms. Sreelatha. E (Malayalam)      |
| 11. Student nominee            | : Ms. Gopika. P (II BSc. Chemistry) |
| 12. Matron, women's hostel     | : Ms. Sreasha                       |

**2022 -2023**

**Anti-Ragging Committee**

- |                               |   |
|-------------------------------|---|
| 1. District Collector         | : Mr. S. Chandrasekhar I A S                  |
| 2. College Principal          | : Dr. K. Ajayakumar                           |
| 3. Circle Inspector of Police |   |
| 4. Media Person               | : Mr. O.C. Mohan Raj (Editor, Kerala Koumudi) |
| 5. Social worker              | : President, Nehru Yuva Kendra, Kannur        |
| 6. Faculty members            | : Dr. K.P. Prasanth (Botany)                  |
| 7. Dr. B.V. Lasitha           | : (English)                                   |
| 8. Ms. Divya. P.M             | : (Mathematics))                              |
| 9. Parent Nominee             | : Mr. Jayaraj. K.V, PTA Vice President        |
| 10. Student Nominee           | : College Union Chairman                      |
| 11. Student Nominee           | : College union vice chairman                 |

**Anti-Ragging Squad**

- |                                |                                  |
|--------------------------------|----------------------------------|
| 1. Staff advisor               |                                  |
| 2. College Union chairman      |                                  |
| 3. College union vice chairman |                                  |
| 4. Teacher nominee             | : Ms. Sreelatha. E (Malayalam)   |
| 5. Student nominee             | : Ms. Jincy. P (III BSc. Botany) |
| 6. Matron, women's hostel      | : Ms. Sreasha                    |



## **2023 -2024**

### **Anti-ragging Committee**

- |                               |   |
|-------------------------------|---|
| 1. District Collector         | : Mr. Arun. K. Vijayan, IAS                   |
| 2. College Principal          | : Dr. C.P. Satheesh                           |
| 3. Circle Inspector of Police |   |
| 4. Media Person               | : Mr. O.C. Mohan Raj (Editor, Kerala Koumudi) |
| 5. Social worker              | : President, Nehru Yuva Kendra, Kannur        |
| 6. Faculty members            | : Dr. K.P. Prasanth (Botany)                  |
| 7. Dr. B.V. Lasitha           | : (English)                                   |
| 8. Ms. Divya. P.M             | : (Mathematics)                               |
| 9. Parent Nominee             | : Ms. Ushakumari. K.K, PTA Vice President     |
| 10. Student Nominee           | : Mr. Sarang. K, College Union Chairman       |
| 11. Student Nominee           | : Ms. Alka. P (College union vice chairman)   |

### **Anti-Ragging Squad**

1. Staff advisor
2. College Union chairman : Mr. Sarang. K
3. College union vice chairman : Ms. Alka. P
4. Teacher nominee : Ms. Sreelatha. E (Malayalam)
5. Student nominee : Ms. Krishnendu. C.P. (II BSc. Botany))
6. Matron, women's hostel : Ms. Sreeshha

## **YEARWISE ACTIVITY REPORT FROM 2019 TO 2024**

### **2019 -2020**

1. Regular meeting was conducted online and offline mode (Corona pandemic) for planning programmes of the committee
2. Steps taken to prevent ragging, including surveillance through CCTV, regular patrolling, and monitoring sensitive areas like hostels, canteens, and student common areas.
3. Orientation programs for new students to familiarize them with the college's anti-ragging policies and grievance redressal mechanisms.
4. No ragging complaints were received during this academic year

### **2020 -2021**

A meeting of the anti-ragging committee and anti-ragging squad was conducted on 20 /10/ 2020 at IQAC room immediately after the first-year admission. All the members were happy that no ragging cases were reported during the previous years. In this meeting decided to implement strict vigilance to maintain this practice. Decided to conduct general awareness programme for first year students. Decided to fix banners for creating awareness on anti-ragging policies of the institution.

General awareness programme was conducted for the first-year students. The class was handled by the Principal and department heads and first year tutors.



Strict vigilance was made during interval time and lunch breaks. Also collected anti-ragging declaration from students and parents during admission. A meeting was also conducted with Union members for the strict observation of zero ragging cases in the campus.

### **2021 -2022**

Meeting of antiragging committee and anti-ragging squad was convened on 27 November 21 at IQAC room. The convenor reported no ragging cases during the period after the first-year admission. As regular practice general awareness was given to all the first-year students by the principal and tutors.

### **2022 – 2023**

The anti-ragging committee at Sree Narayana College is committed to ensure safe and ragging free environment for all students. This report provides an overview of our activities and observation during the academic year 2022-23. As a regular practice awareness programme was conducted. During this period no complaints were received against ragging cases. The committee is committed to ensure a safe and welcoming environment for the students.

### **2023 -2024**

Sree Narayana College, Kannur, has upheld its strong commitment to providing a ragging-free environment throughout the academic year 2023-24. No instances of ragging were reported during this period. Vigilance by faculty members and active involvement of the College Union have played a crucial role in maintaining a safe atmosphere. Additionally, anti-ragging awareness campaigns, including the continuous display of posters and organized events, have reinforced the message of zero tolerance towards ragging. These proactive measures ensure that the campus remains a place of respect, inclusivity, and security for all students.



MINUTES OF THE ANTI-RAGGING COMMITTEE

18 Aug 2020

Minutes of meeting of anti-ragging committee held on 18 Aug 2020. In IITC room.

Members present:

- 1) Dr. K. Jayakumar (Principal)
- 2) Dr. K.P. Prasad (Member)
- 3) Dr. B. Leetha (Member)
- 4) Dr. Anitha. P.K (Member)
- 5)

Decision:

First meeting of new anti-ragging committee held on 18 Aug 2020. Online mode at 4 pm. In the period of lockdown period no regular class were present, the meeting was conducted online. The meeting was chaired by Dr. K. Jayakumar, Principal and 3 members were present. In the meeting decided to create an aware programme for the first year student decided to conduct an online programme.

15 July 2021

Meeting of anti-ragging committee held on 15 July 2021 at IITC room.

Members present:

- 1) Dr. K. Jayakumar (Principal)
- 2) Dr. K.P. Prasad (Member)
- 3) Dr. B.V. Leetha (Member)
- 4) Dr. Anitha. P.K (Member)
- 5)

Decision taken:

Now the college is started to work normal after covid pandemic. Decided to conduct various awareness programme for the first year students. Decided to address the first year students on the start day itself by the committee members and all tutors. Decided to regularly monitor any case by anti-ragging squad which was newly constituted with new members. At interval time and lunch break decided to monitor the students by tutor and squad.

20 Sept 2022

Meeting of anti-ragging committee conducted on 20 Sept 2022 at principal's chamber.

Members present:

- Dr. K. Jayakumar
- Dr. K.P. Prasad
- Dr. B.V. Leetha
- Ms. Divya.P.M.

Decided to conduct a meeting with union members to address about ragging and ragging case. Decided to conduct regular awareness programme in this year also. The program will be address by the college through. Decided to make awareness about ragging to conduct campus programme with the help of college union. Decided to conduct regular activities by the anti-ragging squad.



3

7. Rajeev KC President NYK Kannur  
8. Dr. B.V. Laxtha Faculty member

See the following items were discussed during the meeting in accordance with the directives from UGC, posters and anti ragging slogans were displayed at various places in the college in order to make students aware of the seriousness of ragging as a crime.

- It is decided to conduct a lecture on anti ragging to new.
- Students have direct access to the members of Anti ragging authority.
- Students suggestion box is to be placed at various places in the college.
- The complaints received from the students in any kind of harassment or corruption is forwarded to the Anti Ragging Committee.
- The members of the committee meet as per the requirement of the act to be taken against any professor or faculty.

2

about anti ragging:  
a. To take all necessary measures for prevention of ragging inside

**COMMITTEE**

- District Collector : Mr. T.V. Subhask, IAS
- College Principal : Dr. K. Ajayakumar
- Circle Inspector of Police :
- Media Person : Mr. O.C. Mohan Raj Editor Kerala Kannada
- Social worker : President Nehru Youth Kendra
- Faculty member : Dr. K.P. Prasanth, UOB Botany
- Dr. B.V. Laxtha, Associate Professor of English
- Dr. Anitha PK IGAC coordinator and Head, Dept. of Chemistry.
- Parent nominee : Mr. Surendran CT PTA Vice President
- Student nominee : College Union Chairman
- College Union Vice Chairman.

**MINUTES OF MEETING OF ANTI-RAGGING COMMITTEE HELD ON**

The meeting of the anti ragging committee was held today in the principal chamber under the chairmanship of Dr. K. Ajayakumar, Principal, Sree Narayana College Kannur. The following members were present for the meeting:

A agenda: Ragging free campus.

- Dr. K.P. Prasanth, Faculty member
- Dr. ANITHA PK, IGAC coordinator
- Mr. Surendran CT PTA Vice President
- Mr. Kalyan K student
- Mr. O.C. Mohan Raj, media person

1

Report of Anti-Ragging Committee - 2020-21

Anti-Ragging Committee is constituted in this college to prevent the menace of ragging and foster healthy interpersonal relations among students in the campus of Sree Narayana College Kannur. Ragging is strictly forbidden in or outside the college campus and students shall function themselves with rules/regulations/guidelines as code of conduct, anti ragging measures and discipline in college and surroundings should attend counselling sessions organized for them from time to time by the college staff.

**Objectives**

- To ensure the students of dehumanizing effect of ragging is to its pervasivity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.

**Functions of Committee**

- To consider the complaints received from the students and conduct enquiry and submit report to the Anti-Ragging Committee along with punishment recommended for the offenders.
- To oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- Conduct workshop against ragging menace and extend to students.
- To provide the students the information pertaining to contact address and telephone number of persons/persons identified to receive complaints, distress calls.
- To create awareness among the students

SREE NARAYANA COLLEGE, KANNUR

**ANTI RAGGING COMMITTEE**

REPORT 2022-23 ACADEMIC YEAR

**MEMBERS:**

1. DISTRICT COLLECTOR	MR. S. CHANDRASEKHAR IAS
2. COLLEGE PRINCIPAL	DR. K. AJAYAKUMAR
3. CIRCLE INSPECTOR OF POLICE	MR. O.C. MOHAN RAJ (EDITOR KERALA KUMUDI)
4. MEDIA PERSON	PRESIDENT, NEHRU YOUTH KENDRA, KANNUR
5. SOCIAL WORKER	DR. K.P. PRASANTH (BOTANY)
6. FACULTY MEMBERS	DR. B.V. LAXTHA (ENGLISH)
	MR. O.P.M. (MATHS)
7. PARENT NOMINEE	MR. JAVARAJ K.V (PTA VICE PRESIDENT)
8. STUDENT NOMINEE	COLLEGE UNION CHAIRMAN
	COLLEGE UNION VICE CHAIRMAN

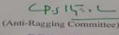
The Anti-Ragging Committee at Sree Narayana College Kannur is committed to ensure a safe and ragging-free environment for all students. This report provides an overview of our activities and observations during the academic year 2022-2023.

**Activities and Initiatives:**

A. Awareness Program: awareness program conducted

B. Complaints Received: -nil

The Anti-Ragging Committee remains committed to maintaining a safe and welcoming environment at S N college Kannur. We will continue our efforts to prevent and address incidents of ragging.

  
PRINCIPAL  
SREE NARAYANA COLLEGE  
KANNUR



## INTERNAL COMPLAINT COMMITTEE

The **Internal Complaint Committee (ICC)** of Sree Narayana (SN) College, Kannur, is a body constituted to address issues related to sexual harassment and ensure the safety, dignity, and well-being of women in the institution. In compliance with the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, the ICC is tasked with creating an environment that fosters respect, equality, and justice for all students, staff, and faculty.

The committee is responsible for investigating complaints of sexual harassment, offering support to victims, and recommending appropriate actions to the college administration. Additionally, the ICC undertakes preventive initiatives like awareness programs, workshops, and policy advocacy to promote a culture of zero tolerance toward harassment. The committee operates with confidentiality, impartiality, and fairness, ensuring that the affected individuals feel safe to voice their concerns.

By promoting gender sensitivity and providing a robust mechanism for redressal, the ICC plays a crucial role in maintaining a healthy academic environment at SN College, Kannur.

## ANTI WOMEN HARASSMENT CELL

The **Anti-Women Harassment Cell** of Sree Narayana (SN) College, Kannur, is a dedicated body formed to combat and prevent all forms of harassment and discrimination against women within the college premises. This cell operates as part of the institution's broader commitment to promoting gender equality and providing a safe, respectful, and supportive environment for female students, faculty, and staff.

The primary responsibilities of the Anti-Women Harassment Cell include addressing complaints related to harassment, raising awareness on gender-related issues, and conducting educational programs aimed at sensitizing the college community. The cell functions in accordance with the guidelines laid out by the *Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013*, ensuring that incidents are handled with confidentiality, impartiality, and promptness.

Through its various initiatives, the cell seeks to foster an atmosphere of trust and security, where women feel empowered to pursue their academic and professional goals free from fear of harassment. The Anti-Women Harassment Cell is integral to creating a gender-sensitive and inclusive culture at SN College, Kannur.

## MEMBERS OF INTERNAL COMPLAINTS COMMITTEE

### 2019 – 2020

- |                      |  |
|----------------------|--|
| 1. Presiding officer | : Dr. C.R. Lalitha (Associate Prof. of Botany) |
| 2. Lawyer            | : Adv. P. Vimala Kumari                        |
| 3. NGO               | : Ms. I.C. Mary                                |
| 4. Teacher Nominee   | : Ms. Remya Krishnan (Asst. Prof. of Physics)  |
| 5.                   | : Dr. Anitha. P.K. C (Dept. of Chemistry)      |



**2020 -2021**

1. 1. Presiding officer : Dr. Rakhi Raghavan (Asst Prof. of English)
2. Lawyer : Adv. P. Vimala Kumari
3. NGO : Ms. I.C. Mary
4. Teacher Nominee : Ms. Remya Krishnan (Asst. Prof. of Physics)
5. : Ms. Divya. P.M (Dept. of Maths)

**2021 – 2022**

- 1 Presiding officer : Dr. Lasitha. B.V (Associate Prof. of English)
2. Teacher Nominee : Dr. Ayana. N (Asst. Prof. of Microbiology)
3. Non-teaching staff members : Mr. Prakashan. K (Junior Superintendent)
4. : Ms. Ramya. C (UGC Librarian)
5. Student representatives : Mr. Arjun (II BSc. Microbiology)
6. : Ms. Sandra (III BCom)
7. : Ms. Avishna (II MA Economics)

**2022 – 2023**

1. Presiding officer : Dr. Lasitha. B.V (Associate Prof. of English)
2. Teacher Nominee : Dr. Ayana. N (Asst. Prof. of Microbiology)
3. : Smt. Sreelatha. E (Malayalam)
4. Non-teaching staff members : Mr. Prakashan. K (Junior Superintendent)
5. : Ms. Ramya. C (UGC Librarian)
6. Student representatives : Ms. Janvi Ramakrishnan (II BSc. Chemistry))
7. : Ms. Sanvi Sajith (I BSc. Botany)

**2023 -24**

1. Presiding officer : Dr. Lasitha. B.V (Associate Prof. of English)
2. Teacher Nominee : Dr. Ayana. N (Asst. Prof. of Microbiology)
3. : Smt. Sreelatha. E (Malayalam)
4. Non-teaching staff members : Mr. Pratwish Purushothaman (Junior Superintendent)
5. : Ms. Ramya. C (UGC Librarian)
6. Student representatives : Ms. Janvi Ramakrishnan (II BSc. Chemistry))
7. : Ms. Sanvi Sajith (I BSc. Botany)

COMMITTEE MEMBERS OF ANTIWOMEN HARASSMENT CELL

**2019 -2020**

1. Ms. Priyanka Jayaprakash (Convener)
2. Dr. Jayasree. TO (Member)
3. Dr. Ayana. N (Member)
4. Ms. Sophia. D.G (Member)
5. Ms. Kala. K.S (Member)
6. Ms. Bivitha. T.K (member)

**2020 -2021**

1. Ms. Sreeshma Rajan (Convener)
2. Dr. Jayasree. TO (Member)
3. Dr. Ayana. N (Member)
4. Ms. Sophia. D.G (Member)



5. Ms. Kala. K.S (Member)
6. Ms. Priyanka Jayaprakash (Member)
7. Ms. Bivitha. T.K (member)

**2021 -2022**

1. Ms. Sreeshma Rajan (Convener)
2. Dr. Jayasree. TO (Member)
3. Dr. Ayana. N (Member)
4. Ms. Sophia. D.G (Member)
5. Ms. Kala. K.S (Member)
6. Ms. Priyanka Jayaprakash (Member)
7. Ms. Bivitha. T.K (member)

**2022 -2023**

1. Ms. Sreeshma Rajan (Convener)
2. Dr. Jayasree. TO (Member)
3. Dr. Ayana. N (Member)
4. Ms. Sophia. D.G (Member)
5. Ms. Kala. K.S (Member)
6. Ms. Priyanka Jayaprakash (Member)
7. Ms. Bivitha. T.K (member)

**2023 -2024**

1. Ms. Sreeshma Rajan (Convener)
2. Dr. Jayasree. TO (Member)
3. Dr. Ayana. N (Member)
4. Ms. Sophia. D.G (Member)
5. Ms. Kala. K.S (Member)
6. Ms. Priyanka Jayaprakash (Member)
7. Ms. Bivitha. T.K (member)
8. Ms. Shyma. M.K (Maths)



ANNUAL REPORT OF INTERNAL COMPLAINT COMMITTEE & ANTIWOMAN HARASSMENT COMMITTEE

**INTERNAL COMPLAINT COMMITTEE REPORT 2019 -2024**

**2019-2020**

The Internal Complaints Committee (ICC) of Sree Narayana College, Kannur, chaired by Dr. C.R. Lalitha (Associate Prof. of Botany) and members were Adv. P. Vimala Kumari, Ms. I.C. Mary, Ms. Remya Krishnan (Asst. Prof. of Physics), Dr. Anitha. P.K. C (Dept. of Chemistry). No complaints were received against harassment or misconduct.

**2020-2021**

The Internal Complaints Committee (ICC) of Sree Narayana College, Kannur, chaired by Dr. Rakhi Raghavan (Asst Prof. of English) worked effectively to make the students and staffs aware about gender issues, and anti-women harassment. Members Adv. P. Vimala Kumari, Ms. I.C. Mary, Teacher Nominee Ms. Remya Krishnan (Asst. Prof. of Physics), Ms. Divya. P.M (Dept. of Maths) were also actively involved in all the activities of the cell. As 2020-21 was the covid period, most of the time the college was closed the committee meetings were conducted online mode. No complaints were received any complaints of harassment or misconduct. During this covid period most of the meetings were conducted online.

**2021 – 2022**

The Internal Complaints Committee (ICC) of Sree Narayana College, Kannur, chaired by Dr. Lasitha B.V., Associate Professor of English, worked actively towards ensuring a safe and inclusive campus environment throughout the academic year. The committee, which included teacher nominees Dr. Ayana (Assistant Professor of Microbiology) and non-teaching staff members Mr. Prakashan K (Junior Superintendent) and Ms. Ramya C (UGC Librarian), along with student representatives focused on promoting awareness about gender equality and the mechanisms available for addressing grievances. related issues.

During the 2021-2022 academic year, the ICC did not receive any complaints of harassment or misconduct. The absence of complaints indicates the effectiveness of the committee's proactive measures in creating a respectful and inclusive atmosphere on campus. Regular meetings were held to review policies and ensure that grievance redressal mechanisms remained accessible to all.

**2022 -2023**

The Internal Complaints Committee (ICC) of Sree Narayana College, Kannur, chaired by Dr. Lasitha B.V., Associate Professor of English, worked actively towards ensuring a safe and inclusive campus environment throughout the academic year. The committee, which included teacher nominees Dr. Ayana (Assistant Professor of Microbiology) and Ms. Sreelatha E. (Assistant Professor of Malayalam), non-teaching staff members Mr. Prakashan K (Junior Superintendent) and Ms. Ramya C (UGC Librarian), along with student representatives Ms.



Janvi Ramakrishnan (Second B.Sc. Chemistry) and Ms. Sanvi Sajith (First B.Sc. Botany), focused on promoting awareness about gender equality and the mechanisms available for addressing grievances. Workshops, seminars, and sensitization programs were conducted to empower students and staff with knowledge of their rights and to encourage open communication on gender-related issues.

During the 2022-2023 academic year, the ICC did not receive any complaints of harassment or misconduct. The absence of complaints indicates the effectiveness of the committee's proactive measures in creating a respectful and inclusive atmosphere on campus. Regular meetings were held to review policies and ensure that grievance redressal mechanisms remained accessible to all. The committee remains committed to fostering a positive and safe learning environment at Sree Narayana College, Kannur, and will continue its efforts in the coming years.

### **2023 -2024**

The Internal Complaints Committee (ICC) at Sree Narayana College, Kannur, made significant strides in raising awareness and ensuring a harassment-free campus during the academic year 2023-2024. Under the leadership of Dr. Lasitha B.V., Associate Professor of English, and with the active participation of committee members—Dr. Ayana (Assistant Professor of Microbiology), Ms. Sreelatha E. (Assistant Professor of Malayalam), Mr. Prathuish Purushothaman (Junior Superintendent), Ms. Ramya C (UGC Librarian), and student representatives Ms. Janvi Ramakrishnan (Third B.Sc. Chemistry) and Ms. Sanvi Sajith (Second B.Sc. Botany)—the ICC organized a variety of initiatives. These included legal awareness seminars to educate the campus community on their rights and the legal avenues available to address harassment. Additionally, interactive sessions were held to discuss gender sensitivity, enabling students and staff to reflect on maintaining a respectful and inclusive atmosphere.

Although no formal complaints were received in the academic year 2023-2024, the committee's preventive actions played a pivotal role in maintaining a harmonious campus. The ICC met regularly to review its policies and ensure grievance redressal mechanisms were well-publicized, transparent, and accessible to all. This absence of complaints highlights the success of the ICC's initiatives, signaling an improved understanding and respect for interpersonal conduct within the college. The ICC remains steadfast in its mission to uphold the safety and well-being of every student and staff member, continuing its work to foster a positive and inclusive environment at Sree Narayana College, Kannur.

## **ANTI WOMEN HARASSMENT CELL - ANNUAL REPORT**

### **2019-2020**

#### **Introduction:**

This report summarizes the activities and complaints received by the Anti-Women's Harassment Cell during the period from June 2019 to April 2020.



Complaints Received: Nil

Incidents Reported: None

Investigations Conducted: None

Actions Taken: None

Conclusion:

We are pleased to report that no incidents of women's harassment have been reported during this period. The Cell remains vigilant and committed to ensure a safe and respectful environment for all.

Recommendations:

Continue to promote awareness and sensitivity among students and employees

Review and update the harassment policy and procedures as necessary

This report highlights the Cell's efforts to maintain a zero-tolerance environment for women's harassment and its commitment to ongoing awareness and improvement.

### **2020 -2021**

Introduction:

This report summarizes the activities and complaints received by the Anti-Women's Harassment Cell during the period from [June 2020] to [April 2021]. This term was online education

Complaints Received: Nil

Incidents Reported: None

Investigations Conducted: None

Actions Taken: None

Conclusion:

We are pleased to report that no incidents of women's harassment have been reported during this period. The Cell remains vigilant and committed to ensuring a safe and respectful environment for all.

Recommendations:

- Continue to promote awareness and sensitivity among students and employees

### **2021-2022**

Introduction:

This report summarizes the activities and complaints received by the Anti-Women's Harassment Cell during the period from [June 2021] to [April 2022].

Complaints Received: Nil



Incidents Reported: None

Investigations Conducted: None

Actions Taken: None

Awareness Programs/Initiatives:

Conducted awareness program on online mode to generate courage among women to speak openly about any atrocities faced by them in college or anywhere.

Committee Activities:

Conclusion:

We are pleased to report that no incidents of women's harassment have been reported during this period. The Cell remains vigilant and committed to ensuring a safe and respectful environment for all. Social distancing was encouraged.

Recommendations:

Continue to promote awareness and sensitivity among students and employees

Review and update the harassment policy and procedures as necessary

**2023 -2024**

Objective: "To discuss the quarterly report and action plan of the Anti-Women's Harassment Cell"

Minutes:

1. Welcome and Introduction: Ms. Sreshma Rajan, Chairperson of the Cell, welcomed the members and introduced the objective of the meeting.
2. The minutes of the previous meeting were reviewed and approved.
3. Quarterly Report preparation was entrusted to Kala K S.
4. Members discussed the report, raised concerns, and suggested measures to improve the Cell's functioning.
5. The Cell decided on an action plan to:
  - Conduct awareness programs for students and employees
  - Organize training sessions for committee members
  - Review and revise the harassment policy



MINUTES OF THE INTERNAL COMPLAINT COMMITTEE AND ANTIWOMAN HARASSMENT CELL

18 September 2020 15

Minutes of meet conducted by Ice on 18/Sept 2020 at principal's chamber.

Dr. Rathi Raghavan (Chairperson)  
 M. Ramya (Member)  
 M. Divya (Member)  
 M. T. E. Mary (Member)

Decided to conduct regular programmes by creating awareness among students by online mode. Regular class was suspended due to covid pandemic. Decided to conduct regular monitor of students through regular online tutorial. Decided to monitor the students' problem (mental and health) during classes and online class too.

12 July 2019 13

Minutes of the meet conducted on 12 July 2019

Members present

Dr. Laxtha R.V.  
 Ms. Ramya Krishna  
 Dr. Smitha P.K.  
 Adv. P. Vinile Kumar  
 M. Manoj C.

Decided to conduct various awareness programmes along with antiwomen harassment cell. Decided to conduct general awareness programmes to all the first year students immediately after the class of admission. Decided to display notice and posters to raise awareness on harassment and gender equality.

18/10/2023 19

Minutes of meet of Ice held on 18/10/23 at IQAC room.

Members present

- 1) Dr. Laxtha R.V (Chairman)
- 2) Dr. Anya N (Member)
- 3) Mr. Prakashan K
- 4) Mr. Ramya (Librarian)
- 5) Janvi Ramesh (Student)
- 6) Ms. Sanni Saji (Chairman)

Decision taken:

Decided to make the campus zero harassment environment as in the previous year. Yet decided to continue all the regular activities (awareness program presentations) during the admission. Decided to conduct regular meet of Ice (one month) to review the problem of students' collected through internet.

20 Aug 2021 17

Minutes of meet of Ice conducted on 20/8/2021 at IQAC room.

Members present

- 1) Dr. Laxtha R.V (Chairman)
- 2) Dr. Anya N (Member)
- 3) Mr. Prakashan K (Coffee staff)
- 4) Mr. Ramya (Librarian)
- 5) Student rep.

In the meet conducted on 20/8/2021 at IQAC room decided to conduct offline awareness programme for first year students. Decided to place posters in different corners of the college. Decided to conduct awareness programmes for first year students by online mode. No complaint was received in the previous year. Thus also the committee decided to monitor a strict vigilance on zero harassment to make the campus student friendly and harassment free environment.



2022-23

9

The meeting of the Anti Women's Harassment cell of the college for the academic year 2022-23 was held on 30-10-2022 at 1:15 pm at I & AC room.

Agenda-

- ① Confirmation of the agenda and Minutes of last meeting
- ② Action plan for the year 2022-23
- ③ Any other matters.

Members Present:-

- 1) Smt. Sreshma Rajan
- 2) Smt. Rashida T.N.K.
- 3) Smt. Sreedaltha E.
- 4) Dr. Swapna
- 5) Kum. Kala K.S.
- 6) Binitha T.K.

Decisions Taken:-

- ① The following strategy should be maintained to prohibit sexual harassment:
  - a) All the college ensures that all employees understand the policies and procedures for dealing with harassment.
  - b) Any victim may complain in writing to the principal or the Cell which would be kept confidential.
- ② To conduct an awareness meeting for students to make aware all girls students about the Principle guidelines of the Anti Women's Harassment Cell.

2022-23

5

Minutes of Anti Women's Harassment Cell:

The first meeting of the Anti Women's Harassment cell of the college for the academic year 2022-23 was held at on 12.09.2022 at 5:30 pm in the Principal's chamber.

Agenda:- ① To discuss action plan of the year 2022-23. ② Any other matters.

Members Present:-

- 1) Smt. Sreshma Rajan
- 2) Kum. Kala K.S.
- 3) Smt. Sreedaltha E.
- 4) Smt. Rashida T.N.K.
- 5) M. Binitha T.K.

Decision Taken:-

- ① All the members present discussed on the action plan of the year 2022-23 and it is decided to call a meeting of girl students to tell them the procedure to make a complaint if they have any problem.
- ② As there was not a single complaint received from any one from the college. Redressal is Nil.