



# **St. Joseph College of Teacher Education for Women Ernakulam**



## **CRITERION V**

### **5.1.3- Transparent Mechanism for Timely Redressal Student Grievances including Sexual Harassment and Ragging Cases**

#### **Other Relevant Information**

Submitted to  
**National Assessment and Accreditation Council (NAAC)**  
**3rd Cycle of Assessment**



**ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN ERNAKULAM  
KOCHI-682035, KERALA**

**5.1.3 -Report on Awareness Programmes to Communicate the Guidelines  
for the Redressal of Student Grievances to Teachers and Students**

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# ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

Kovilvattom Road, Ernakulam, Kochi, Pin – 682035, Kerala  
(Affiliated to Mahatma Gandhi University, Kottayam)

## Report of Grievance Redressal Cell

2022-23

A Grievance Redressal Cell is functioning in the Institution as per UGC norms and modified and updated from time to time. Currently Grievance Redressal Cell of the Institution function as per F.No.14-4/2012 (CPP) of October 2018. Grievance Redressal Cell for the academic year 2022 -23 was appointed by the principal as per regulation of October 2018.

The following Members were appointed for the Grievance Redressal Cell for the academic year 2022 -23:

1. Chairman: Principal
2. Coordinator cum secretary:
3. Staff in charge
4. Staff Advisor
5. M.Ed. Faculty
6. Non-Teaching Staff
7. Student Representative

The principal appoints all the members.

**Procedure:** the students and the staff can voice their grievances in written form. If they don't get their grievance redressed by the grievance redressal cell, they can approach the management of the Institution, and even if there it is not addressed the student can move to the University.

Dr. Alice Joseph  
Principal in Charge  
St. Joseph College of Teacher  
Education for Women,  
Ernakulam





# ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

Kovilvattom Road, Ernakulam, Kochi, Pin – 682035, Kerala  
(Affiliated to Mahatma Gandhi University, Kottayam)

## Grievance Redressal Cell Members (2022-23)

Sl. No	Members	Name
1.	Chairman	Dr. Alice Joseph, Principal
2.	Coordinator cum Secretary	Dr. Marin Jose, Assistant Professor
3	Staff in charge	Dr. Rachel George, Assistant Professor
4	Staff Advisor	Dr. Siji Jonn, Assistant Professor
5.	M.Ed. Faculty	Dr. Hemalatha P. K
6.	Non – Teaching staff	Siji Antony
7	Student Representative	Merin Shajan

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Programme Co-Ordinator, Dr. Josephine Joseph conducted an Orientation Session about The Grievance Redressal Cell and explained the formal procedure for lodging complaints in The Grievance Redressal Cell.

The Anti-ragging cell Co-Ordinators Mrs. Smitha Jose and Dr. Betty PJ Explained the Anti-ragging policies of the College and ensured that all students uploaded anti-ragging affidavits on the UGC site. The anti-ragging policy of the institution is published in The College Handbook and Calendar 2022-23 and Anti-Ragging Posters are displayed on the college premises.

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases such as Anti Ragging Cell and Grievances Redressal Cell. The institution has guidelines regarding redressal mechanisms approved by appropriate statutory/regulatory bodies. Details of members of grievance redressal committees are available on the institutional website. Awareness programmes are conducted to communicate the guidelines for the redressal of student grievances to teachers and students. Provision for students to submit grievances online/offline is provided. The grievance redressal committee meets every month and makes sure that students' grievances are addressed within 7 days of receiving the complaint. The cell then redresses the grievances promptly and judiciously. As a result of this mechanism, the institute has a pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the students.

**Dr. Alice Joseph**  
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**REPORT OF AWARENESS PROGRAMMES ARE CONDUCTED TO  
COMMUNICATE THE GUIDELINES FOR THE REDRESSAL OF STUDENT  
GRIEVANCES TO TEACHERS AND STUDENTS**

**2022-23**

**EVENT:** Awareness Programme to Communicate the Guidelines for Redressal of Student Grievances to Teachers and Students

**DATE:** 12/09/2022

**PARTICIPANTS:** 100 B.Ed. students and 16 faculty members

**RESOURCE PERSON:** Dr. Josephine Joseph, Assistant Professor, St. Joseph College of Teacher Education for Women Ernakulam

**TOPIC:** Awareness Programme on Institutional Guideline for Grievance Redressal Cell

**OBJECTIVES:**

1. To Communicate the Guidelines for Redressal of Student Grievances to Teachers and Students
2. To provide awareness about the Grievance cell to keep a healthy working atmosphere amongst staff, students, and other stakeholders.
3. To help students record their complaints and solve their problems related to academics, resources, and personal grievances freely and frankly without any fear of victimization.
4. To keep the dignity of the college high by ensuring a conflict-free atmosphere in the college by promoting healthy student-teacher relationships.
5. To ensure effective solutions to student grievances with an impartial and fair approach.
6. To help students of the college to respect each other and develop tolerance whenever any occasion of conflict arises.

**DESCRIPTION OF THE EVENTS:**

Dr. Josephine Joseph, Assistant Professor, St. Joseph College of Teacher Education for Women Ernakulam conducted an Orientation Session about The Grievance Redressal Cell and explained the formal procedure for lodging the complaints.





## REPORT OF GRIEVANCE REDRESSAL CELL 2021-22

Grievance Redressal Cell for the academic year 2021-22 was appointed by the principal as per regulation on October 2018

The following Members were appointed for the Grievance Redressal Cell for the academic year 2020 -21:

1. Chairman: Principal
2. Convenor cum secretary:
3. Staff Advisor
4. Staff in charge of the Grievance Redressal Cell
5. College Office representative
6. Student Representative: Member from the Student's Union

All the members are appointed by the principal.

**Procedure:** the students and the staff can voice their grievances in written form. If they don't get their grievance redressed by the grievance redressal cell they can approach the management of the Institution and even if it is not addressed the student can move to the University.

### GRIEVANCE REDRESSAL CELL MEMBERS (2021-22)

Sl.No	Members	Name
1.	Chairman	Dr Alice Joseph, Principal in charge,
2.	Coordinator cum Secretary	Mrs. Marin Jose, Assistant Professor,
3.	Staff Advisor	Siji John, Assistant Professor
4.	Staff in charge of the cell	Dr Rachel George, Assistant Professor
5	M.Ed faculty	Sheeba A. S
6.	Non -Teaching Staff	Sr Jessy M A
7	Student Representative	Meenu Anna Mathai

Due to the paradigm shift towards online educational practices, triggered by to the COVID-19 pandemic, The Grievance Redressal Cell reviewed the Guidelines and Institutional Policies and decided to include anti-flaming and online Bullying policies and Virtual ethical practices.



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The Cell recommended offering more online modes like Google, WhatsApp, Emails, Phone calls, and handwritten or typed complaints from the various stakeholders along with the complaint links on the college website and Complaint Boxes on the campus premises.

B.Ed. Programme Co-Ordinator, Dr. Sr. Betty PJ conducted an Orientation Session about The Grievance Redressal Cell on 05/11/2021 and explained the formal procedure for lodging complaints in The Grievance Redressal Cell.

The Anti-ragging cell Co-Ordinators Mrs. Smitha Jose and Dr. Betty PJ Explained the Anti-ragging policies of the College and ensured that all students uploaded anti-ragging affidavits to the UGC site. The anti-ragging policy of the institution is published in The College Handbook and Calendar 2021-22 and anti-ragging posters are displayed on the college premises.

The Inclusion Committee is working hard to ensure inclusive practices for the benefit of all stakeholders including Divyanggan students. Mrs. Marin Jose and Dr. Rachel George are the teachers in charge of the Inclusion Committee 2021-2022.

Gender Equality Committee is formed to ensure Gender Equality among various stakeholders. Mrs. Smitha Jose and Dr. Joby Joy Kurian are the teachers in charge of the Gender Equality Committee addressed the students.

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases such as Anti Ragging Cell and Grievances Redressal Cell. The institution has guidelines regarding redressal mechanisms approved by appropriate statutory/regulatory bodies. Details of members of grievance redressal committees are available on the institutional website. Awareness programmes are conducted to communicate the guidelines for the redressal of student grievances to teachers and students. Provision for students to submit grievances online/offline are provided. The grievance redressal committee meets every month and makes sure that students' grievances are addressed within 7 days of receiving the complaint. The cell then redresses the grievances promptly and judiciously. As a result of this mechanism, the institute has a pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the students.







## REPORT OF GRIEVANCE REDRESSAL CELL

2020-21

The Grievance Redressal Cell for the academic year 2020 -21 was appointed by the principal as per regulation.

The following Members were appointed for the Grievance Redressal Cell for the academic year 2020 -21:

1. Chairman: Principal
2. Coordinator cum secretary:
3. Staff Advisor
4. Staff in charge of the Grievance Redressal Cell
5. M. Ed Faculty
6. Non-Teaching Staff
7. Student Representative

All the members are appointed by the Principal.

**Procedure:** the students and the staff can voice their grievances in written form. If they don't get their grievance redressed by the grievance redressal cell, they can approach the management of the Institution, and even if there it is not addressed the student can move to the University.

### GRIEVANCE REDRESSAL CELL MEMBERS (2020-21)

Sl. No	Members	Name
1.	Chairman	Dr Alice Joseph, Principal in charge,
2.	Coordinator cum Secretary	Mrs. Marin Jose, Assistant Professor,
3.	Staff Advisor	Siji John, Assistant Professor
4.	Staff in charge of the cell	Dr Rachel George, Assistant Professor
5.	M.Ed. Faculty	Aswathy D.V



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6.	Non-teaching staff	Sr Jessy M A
7	Student Rep.	Chitralkha R

On the verge of the COVID-19 pandemic and upcoming online educational practices, The Grievance Redressal Cell reviewed the Guidelines and Institutional Policies and decided to include anti-flaming and online Bullying policies and Virtual ethical practices.

The Cell recommended offering more online modes like Google Forms, WhatsApp, Emails, Phone calls, and handwritten or typed complaints from the various stakeholders along with the complaint links on the college website and Complaint boxes on the campus premises.

Programme Co-Ordinator, Dr. Sr. Betty PJ conducted an Orientation Session about The Grievance Redressal Cell and explained the formal procedure for lodging complaints in the Grievance Redressal Cell.

The Anti-ragging cell Co-Ordinators Mrs. Smitha Jose and Dr. Betty PJ Explained the Anti-ragging policies of the College and ensured that all students uploaded anti-ragging affidavits on the UGC site. The anti-anti-ragging policy of the institution is published in The College Handbook and Calendar 2020-21 and Anti-Ragging Posters are displayed on the college premises.

The Inclusion Committee is working hard to ensure inclusive practices for the benefit of all stakeholders including Divyanggan students. Mrs. Marin Jose and Dr. Hemalettha PK are the teachers in charge of the Inclusion Committee.

The Gender Equality Committee is formed to ensure Gender Equality among various stakeholders. Mrs. Smitha Jose and Dr. Joby Joy Kurian are the teachers in charge of the Gender Equality Committee.

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases such as Anti Ragging Cell and Grievances Redressal Cell. The institution has guidelines regarding redressal mechanisms approved by appropriate statutory/regulatory bodies. Details of members of grievance redressal committees are available on the institutional website. Awareness programmes are conducted

to communicate the guidelines for the redressal of student grievances to teachers and



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Principal in Charge  
St. Joseph College of Teacher Education for Women.



students. Provision for students to submit grievances online/offline is provided. The grievance redressal committee meets every month and makes sure that students' grievances are addressed within 7 days of receiving the complaint. The cell then redresses the grievances promptly and judiciously. As a result of this mechanism, the institute has a pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the students.

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**REPORT OF AWARENESS PROGRAMMES ARE CONDUCTED TO  
COMMUNICATE THE GUIDELINES FOR THE REDRESSAL OF STUDENT  
GRIEVANCES TO TEACHERS AND STUDENTS**

**2020-21**

**EVENT:** Awareness Programme to Communicate the Guidelines for Redressal of Student Grievances to Teachers and Students

**DATE:** 14-12-2020

**PARTICIPANTS:** 100 B.Ed. students and 13 faculty members

**RESOURCE PERSON:** Dr. Sr. Betty PJ, Assistant Professor, St. Joseph College of Teacher Education for Women Ernakulam

**TOPIC:** Awareness Programme on Institutional Guideline for Grievance Redressal Cell

**OBJECTIVES:**

1. To Communicate the Guidelines for Redressal of Student Grievances to Teachers and Students
2. To provide awareness about the Grievance cell to keep a healthy working atmosphere amongst staff, students, and other stakeholders.
3. To help students record their complaints and solve their problems related to academics, resources, and personal grievances freely and frankly without any fear of victimization.
4. To keep the dignity of the college high by ensuring a conflict-free atmosphere in the college by promoting healthy student-teacher relationships.
5. To ensure effective solutions to student grievances with an impartial and fair approach.
6. To help students of the college to respect each other and develop tolerance whenever any occasion of conflict arises.

**DESCRIPTION OF THE EVENTS:**

1. Programme Co-Ordinator, Dr. Sr. Betty PJ conducted an Orientation Session about The Grievance Redressal Cell and explained the formal procedure for lodging the complaints.



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## ANTI RAGGING COMMITTEE

### COMPLIANCE REPORT IN RESPECT OF RAGGING REGULATIONS

2020-2021

All arrangements have already been made by the institution for compliance with the UGC instructions for curbing the menace of ragging on the Campus.

No case of ragging has ever been reported or detected in the college during half a century of its existence. However, the following steps have been taken as preventive precautionary measures: -

1. An Anti-ragging committee and an anti-ragging squad have been formed in strict conformity with the instructions contained in the Regulations. A Nodal officer to connect the college with higher controlling institutions has also been appointed.
2. Requisite information as called for by the UGC and the University has been posted on the college website.
3. Warning about ragging and the penal and statutory punishments that await the offenders have been incorporated in the college handbook and admission prospectus. The contact numbers of anti-
4. The ragging helpline and the anti-ragging committee, squad, faculty, hostel wardens, etc. have also been posted in the same.
5. An awareness of the above was also given at the beginning of the academic year by the nodal officer.
6. On the opening day of the first semester, the Principal addresses the new entrants explains the expected code of conduct, and also stresses the resolve to fight ragging.
7. Hoardings of anti-ragging measures are placed in prominent places on the campus.
8. Vulnerable areas in the campus are closely watched by the anti-ragging squad and hostel wardens
9. An Anti-ragging affidavit has been filled out by all students from the UGC anti-ragging portal.

The college is committed and resolved to fight the menace of ragging at all costs. All co-operation is extended to the authorities in the actions they take in this regard.



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**NOTICE**

**Nodal Officer – Anti-Ragging Measures 2020-2021**

It is hereby notified for the information of the semester Graduate and Post Graduate students that Dr. Betty P.J has been appointed as the Nodal Officer and Ms. Smitha Jose as the Assistant Nodal officer for Anti Ragging Measures in our college. Complaints in respect of ragging, if any, may be lodged with them immediately after the incident for appropriate action. Her complete access details are furnished below:

Name: Dr. Betty P.J  
Designation: Associate Professor in Mathematics Education  
Official Address with Tel. Number: St. Joseph College of Teacher Education for Women  
Ernakulam – 682035  
0484- 2351695, 8281950569

**Details of the Anti-Ragging Committee 2020-2021**

- a) Email address of the institution: [stjosephtrainingcollege@hotmail.com](mailto:stjosephtrainingcollege@hotmail.com)  
b) Name and telephone number of the Head of the Institution: Dr. Alice Joseph  
0484- 2351695, 9495793298

**Anti-Ragging Committee**

Sl. No	Name	Designation	Phone Number
1	Dr. Alice Joseph	Principal	9495793298
2	Dr. Betty P. J	Assistant Professor in Mathematics Education	8281950569
3	Ms. Smitha Jose	Assistant Professor in Education	9495921362
4	Ms. Marin Jose	Assistant Professor in English Education	9746251034
	Jessy M. A	Office Superintendent	9496712041



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6	Sicily A. A	Assistant Professor in Malayalam Education and Hostel Warden	9447813773
7	Athira Sabu	College Leader	9562119093

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**ANTI RAGGING COMMITTEE**  
**COMPLIANCE REPORT IN RESPECT OF RAGGING REGULATIONS**  
**2021-2022**

All arrangements have already been made by the institution for compliance of the UGC instructions for curbing the menace of ragging on the Campus.

No case of ragging has ever been reported or detected in the college during half a century of its existence. However, the following steps have been taken as preventive precautionary measures: -

1. An Anti-ragging committee and an anti-ragging squad have been formed in strict conformity with the instructions contained in the Regulations. A Nodal officer to connect the college with higher controlling institutions has also been appointed.
2. Requisite information as called for by the UGC and the University has been posted on the college website.
3. Warning about ragging and the penal and statutory punishments that await the offenders have been incorporated in the college handbook and admission prospectus. The contact numbers of the anti-ragging helpline and the anti-ragging committee, squad, faculty, hostel wardens, etc. have also been posted in the same.
4. An awareness of the above was also given at the beginning of the academic year by the nodal officer.
5. On the opening day of the first semester, the Principal addresses the new entrants, explains the expected code of conduct, and stresses the resolve to fight ragging.
6. Hoardings of anti-ragging measures are placed in prominent places on the campus.
7. Vulnerable areas in the campus are closely watched by the anti-ragging squad and hostel wardens
8. An Anti-ragging affidavit has been filled out by all students from the UGC anti-ragging portal.

The college is committed and resolved to fight the menace of ragging at all costs. All co-operation is extended to the authorities in the actions they take in this regard.

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**St Joseph College of Teacher Education for Women Ernakulam**

**NOTICE**

**Nodal Officer – Anti-Ragging Measures 2021-2022**

It is hereby notified for the information of the semester Graduate and Post Graduate students that Dr. Betty P.J has been appointed as the Nodal Officer and Ms. Smitha Jose as the Assistant Nodal officer for Anti Ragging Measures in our college. Complaints in respect of ragging, if any, may be lodged with them immediately after the incident for appropriate action. Her complete access details are furnished below:

Name: Dr. Betty P.J

Designation: Associate Professor in Mathematics Education

Official Address with Tel. Number: St. Joseph College of Teacher Education for Women

Ernakulam –682035

0484- 2351695, 8281950569

**Details of the Anti-Ragging Committee 2021-2022**

a) Email address of the institution: [stjosephtrainingcollege@hotmail.com](mailto:stjosephtrainingcollege@hotmail.com)

b) Name and telephone number of the Head of the Institution: Dr. Alice Joseph

0484- 2351695, 9495793298

**Anti-Ragging Committee**

Sl. No	Name	Designation	Phone Number
1	Dr. Alice Joseph	Principal	9495793298
2	Dr. Betty P. J	Assistant Professor in Mathematics Education	8281950569
3	Ms. Smitha Jose	Assistant Professor in Education	9495921362



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4	Ms. Marin Jose	Assistant Professor in English Education	9746251034
5	Jessy M. A	Office suprendentent	9496712041
6	Sicily A. A	Assistant Professor in Malayalam Education and Hostel Warden	9447813773
7	Iyra Titus	Parent Representative	
8	Babu John	Police Administrative Representative	9497914437
9	Reshma Francis	B. Ed First year representative	9562119093
10	Anjana Vijayan	B. Ed. Second year year representative	7902829802



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## REPORT OF ORIENTATION SESSION TO EXPLAIN THE ANTI-RAGGING CELL

2022-23

**EVENT:** Orientation for Ragging Free Campus Organized by Anti-ragging Cell to Teachers and Students

**DATE:** 12/09/2022

**PARTICIPANTS:** 100 B.Ed. students and 16 faculty members

**RESOURCE PERSON:** Dr. Sr. Betty PJ, and Smitha Jose Assistant Professor, St. Joseph College of Teacher Education for Women Ernakulam

**TOPIC:** Orientation for Ragging Free Campus Organized by Anti-ragging Cell to Teachers and Students

### OBJECTIVES:

1. To Communicate the code of conduct for a ragging-free campus.
2. To file and upload the Affidavit by students and parents.
3. To help students of the college to respect each other and develop tolerance whenever any occasion of conflict arises.

### DESCRIPTION OF THE EVENTS:

The Anti-ragging Cell Co-Ordinators Dr. Smitha Jose and Dr. Betty PJ conducted an Orientation Session to explain the Anti-ragging policies of the college and ensured that all students uploaded anti-ragging affidavits on the UGC site. The anti-ragging policy of the institution is published in The College Handbook and Calendar 2022-23 and Anti-Ragging Posters are displayed on the college premises.

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## REPORT OF ORIENTATION SESSION TO EXPLAIN THE ANTI-RAGGING CELL

2020-21

**EVENT:** Orientation for Ragging Free Campus Organized by Anti-ragging Cell To Teachers And Students

**DATE:** 04-01-2021

**PARTICIPANTS:** 100 B.Ed. students and 13 faculty members

**RESOURCE PERSON:** Dr. Sr. Betty PJ, and Smitha Jose Assistant Professor, St. Joseph College of Teacher Education for Women Ernakulam

**TOPIC:** Orientation for Ragging Free Campus Organized by Anti-ragging Cell To Teachers And Students

### OBJECTIVES:

1. To Communicate the code of conduct for a ragging-free campus.
2. To file and upload the Affidavit by students and parents.
3. To help students of the college to respect each other and develop tolerance whenever any occasion of conflict arises.

### DESCRIPTION OF THE EVENTS:

The Anti-ragging cell Co-Ordinators Mrs. Smitha Jose and Dr. Sr. Betty PJ conducted an Orientation Session to explain the Anti-ragging policies of the college and ensured that all students uploaded anti-ragging affidavits on the UGC site. The anti-ragging policy of the institution is published in the College Handbook and Calendar 2020-21 and anti-ragging posters are displayed on the college premises.

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# ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

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## REPORT OF INTERNAL COMPLAINT COMMITTEE (2022-2023)

The Internal Complaint Committee for the academic year 2022 -23 was appointed by the principal as per regulation on 08-11-2022.

The following Members were appointed for the Internal Complaint Committee for the academic year 2022 -23:

- i) Presiding Officer
- ii) Faculty:
- iii) Faculty:
- iv) College Office Representative  
Student Representative: Member from the Student's Union
- v) External Member (Legal Advisor)

## INTERNAL COMPLAINT COMMITTEE MEMBERS (2022-2023)

Sl.No	Members	Name
1.	Presiding Officer	Dr Alice Joseph Principal in Charge
2.	Faculty	Dr. Marin Jose Assistant Professor in English Education
3.	Faculty	Ms. Dinimol Jacob Assistant Professor in Natural Science Education
5.	College Office Representative	Sr. Rincy V.D L D Computer Assistant
6.	Student representatives	Members of the College Union 2022-2023
7.	External Member (Legal Advisor)	Adv. P Martin Jose



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# ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

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## Detailed Report of Internal Complaint Committee 2022 -23 Held on 29/09/2022

The Internal Complaint Committee for the academic year 2022 -23 was appointed by the Principal on 29/09/2022 with the following members:

- i) Presiding Officer: Principal
- ii) Two Faculty Members
- iii) College Office representative
- iv) Student Representative: Member from the Student's Union
- v) External Member ( Legal Advisor)

All the members are appointed by the Principal.

On the verge of the COVID pandemic and upcoming upline educational practices, the Internal Complaint Committee reviewed the Guidelines and Institutional Policies and decided to include anti-flaming and online Bullying policies and Virtual ethical practices. The Internal Complaint Committee recommended offering more online modes like Google forms, WhatsApp, Emails, Phone calls, and handwritten or typed complaints from the various stakeholders along with the complaint links on the college website and Complaint boxes on the campus premises.

## Report of Internal Complaint Committee Meeting 2022 -23 Held on 27-10-2022

Internal Complaint Committee met together presided by the Principal on 29/09/2022 with the following members:

- i) Principal
- ii) Two Faculty Members
- iii) College Office representative
- iv) Student Representative: Member from the Student's Union

The agenda was:

1. To discuss the complaints lodged if any
2. To organize Awareness Programmes to Prevent Sexual Harassments
3. To organize Women Empowerment Programmes



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No complaints were lodged. An Orientation talk about the Functioning of the Internal Complaint Committee to the New Batch 2022-2023 was decided.

## Report of Internal Complaint Committee Meeting 2022 -23 Held on 28-10-2022

Internal Complaint Committee met together presided by the principal on 28/10/2022 with the following members:

- i) Principal
- ii) Two Faculty Members
- iii) College Office representative
- iv) Student Representative: Member from the Student's Union

The agenda was:

1. To discuss the complaints lodged if any
2. To organize Awareness Programmes to Prevent Sexual Harassments
3. To organize Women Empowerment Programmes

No complaints were lodged. A Breast Cancer Awareness Programme in collaboration with Aster Medicity Ernakulam was organized in the Institution on 19/10/2022.

## Report of Internal Complaint Committee Meeting 2022 -23 Held on 28-11-2022

Internal Complaint Committee met together presided by the Principal on 28/11/2022 with the following members:

- i) Principal
- ii) Two Faculty Members
- iii) College Office representative
- iv) Student Representative: Member from the Student's Union

The agenda were:

1. To discuss the complaints lodged if any
2. To organize Orientation Programmes to Prevent Sexual Harassments





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3. To discuss the letter Ref; A1/122 15/DCEDDEKM regarding functioning and the Activity Report of the Internal Complaint Committee in our Institution
4. To restructure the Committee by adding the newly elected College Union Members as Student Representatives

No complaints were lodged. An Orientation talk about the Functioning of Internal Complaint Committee was fixed on 13-11-2022 to the New Batch 2022-2023. Discussion was conducted based on the letter Ref; A1/122 15/DCEDDEKM regarding functioning and the Activity Report of Internal Complaint Committee in our Institution was submitted.

## Report of Internal Complaint Committee Meeting 2022 -23 Held on 18-12-2022

Internal Complaint Committee met together presided by Principal on 18/12/2022 with the following members:

- i) Principal
- ii) Two Faculty Members
- iii) College Office representative

Student Representative: Member from the Student's Union

The agenda were:

1. To discuss the complaints lodged if any
2. To organize Awareness Programmes to Prevent Sexual Harassments
3. To organize Women Empowerment Programmes

No complaints were lodged. The Committee was reorganized by adding the newly elected College Union Members as Student Representatives

## Report of Internal Complaint Committee Meeting 2022 -23 Held on 18-01-2023

Internal Complaint Committee met together presided by Principal on 18/01/2023 with the following members:

- i) Principal
- ii) Two Faculty Members



*Alice Joseph*

Dr. Alice Joseph  
Principal in Charge  
St. Joseph College of Teacher  
Education for Women,  
Ernakulam





# ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

Kovilvattom Road, Ernakulam, Kochi, Pin – 682035, Kerala  
(Affiliated to Mahatma Gandhi University, Kottayam)

iii) iii) College Office representative

iv) iv) Student Representative: Member from the Student's Union

The agenda were:

1. To discuss the complaints lodged if any
2. To organize Awareness Programmes to Prevent Sexual Harassments
3. To organize Women Empowerment Programmes

No complaints were lodged.

## Report of Internal Complaint Committee Meeting 2022 -23 Held on 10-02-2023

Internal Complaint Committee met together presided by the Principal on 10/02/2023 with the following members:

- i) Principal
- ii) Two Faculty Members
- iii) College Office representative
- iv) Student Representative: Member from the Student's Union

The agenda was:

1. To discuss the complaints lodged if any
2. To organize Awareness Programmes to Prevent Sexual Harassments
3. To organize Women Empowerment Programmes

No complaints were lodged.

Dr. Marin Jose functioned as a Resource Person in the Webinar on '*Gender Sensitization for Futuristic Society*' in collaboration with Mount Carmel College of Teacher Education for Women Kottayam.

## Report of Internal Complaint Committee Meeting 2022 -23 Held on 22 -03-2023

Internal Complaint Committee met together presided by the principal on 22/03/2023 with the following members:



*Alice Joseph*

Dr. Alice Joseph  
Principal in Charge  
St. Joseph College of Teacher  
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- i) Principal
- ii) Two Faculty Members
- iii) College Office representative
- iv) Student Representative: Member from the Student's Union

The agenda was:

1. To discuss the complaints lodged if any
2. To organize Awareness Programmes to Prevent Sexual Harassments
3. To organize Women Empowerment Programmes
4. No complaints were lodged.

## Report of Internal Complaint Committee Meeting 2022 -23 Held on 22 -03-2023

Internal Complaint Committee met together presided by the Principal on 22/03/2023 with the following members:

- i) Principal
- ii) Two Faculty Members
- iii) College Office representative
- iv) Student Representative: Member from the Student's Union

The agenda were:

1. To discuss the complaints lodged if any
2. To organize Awareness Programmes to Prevent Sexual Harassments
3. To organize Women Empowerment Programmes

No complaints were lodged.

**22 -04-2023**

Internal Complaint Committee met together presided by Principal on 22/04/2023 with the following members:



*Alice Joseph*

Dr. Alice Joseph  
Principal in Charge  
St. Joseph College of Teacher  
Education for Women,  
Ernakulam



# ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

1. Principal Kovilvattom Road, Ernakulam, Kochi, Pin – 682035, Kerala  
(Affiliated to Mahatma Gandhi University, Kottayam)

2. Two Faculty Members
3. College Office representative
4. Student Representative: Member from the Student's Union

The agenda was:

- i) To discuss the complaints lodged if any
- ii) To organize Awareness Programmes to Prevent Sexual Harassments
- iii) o Organize women Empowerment Programmes

No complaints were lodged.

## Report of Internal Complaint Committee Meeting 2022 -23 Held on 31 -05-2023

Internal Complaint Committee met together presided by the principal on 31/05/2023 with the following members:

1. Principal
2. Two Faculty Members
3. College Office representative
4. Student Representative: Member from the Student's Union

The agenda were:

- i) To discuss the complaints lodged if any
- ii) To organize Awareness Programmes to Prevent Sexual Harassments
- iii) To organize Women's Empowerment Programmes
- iv) To conduct the annual review of the activities of the Internal Complaint Committee.
- v) No complaints were lodged. Internal Complaint Committee members invited feedback from various stakeholders regarding functioning for improvement for better service and the Activity Report of the internal Complaint Committee in our Institution was submitted and future action plan was discussed.





# ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

Kovilvattom Road, Ernakulam, Kochi, Pin – 682035, Kerala  
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The **Internal Complaint Committee** for the academic year 2021 -22 was appointed by the Principal as per regulation

The following Members were appointed for the Internal Complaint Committee for the academic year 2021 -22:

- i) Presiding Officer
- ii) Faculty:
- iii) Faculty:
- iv) College Office Representative College Office Representative
- v) Student Representative: Member from the Student's Union

All the members are appointed by the Principal.

**Procedure:** the students and the staff can voice their grievances in written form. If they don't get their grievance redressed by Internal Complaint Committee they can approach the management of the

Institution and even if it is not addressed the student can move the University or legal authorities.

## Internal Complaint Committee Members (2021-2022)

Sl.No	Members	Name
1.	Presiding Officer	Dr Alice Joseph Principal in Charge
2.	Faculty	Dr. Marin Jose Assistant Professor in English Education
3.	Faculty	Dr. Joby Joy Kurian Assistant Professor in Natural Science Education
4.	Faculty	Dr. Smitha Jose Assistant Professor in General Education
5.	College Office Representative	Sr. Rincy V.D Office Superintend



*Alice Joseph*

Dr. Alice Joseph  
Principal in Charge  
St. Joseph College of Teacher  
Education for Women



On the verge of the COVID-19 pandemic and upcoming online educational practices, the Internal Complaint Committee reviewed the Guidelines and Institutional Policies and decided to include anti-flaming and online Bullying policies and Virtual ethical practices.

The Internal Complaint Committee recommended offering more online modes like Google Forms, WhatsApp, Emails, Phone calls, and handwritten or typed complaints from the various stakeholders along with the complaint links on the college website and Complaint boxes on the campus premises.

Programme Co-Ordinator, Dr. Sr. Betty PJ conducted an Orientation Session about The Internal Complaint Committee and explained the formal procedure for lodging complaints in the Internal Complaint Committee.

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases such as Anti Ragging Cell and Grievances Redressal Cell.

The institution has guidelines regarding redressal mechanisms approved by appropriate statutory/regulatory bodies. Details of members of grievance redressal committees are updated on the institutional website. Orientation programmes are conducted to communicate the guidelines for the redressal of student grievances to teachers and students.

Provision for students to submit grievances online/offline is provided.

The Internal Complaint Committee meets every month and makes sure that students' grievances are addressed within 7 days of receiving the complaint. The Internal Complaint Committee then redresses the grievances promptly and judiciously. As a result of this mechanism, the institute has a pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the students.

**Dr. Alice Joseph**  
Principal in Charge  
St. Joseph College of Teacher  
Education for Women,  
Ernakulam

