



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

Criterion V Student Support and Progression

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

5.1

Student Support

5.1.4

Internal Complaints Committee Annual Report

2019 - 2024

Submitted to





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(Affiliated to Mahatma Gandhi University, Kottayam)

Rajagiri Valley P.O., Kakkanad
Cochin - 682 039, Kerala
E office@rajagiricollege.edu.in
www.rajagiricollege.edu.in

Report of Activities of Internal Complaints Committee 2023-2024

Committee Members

The Internal Complaints Committee has been constituted for the academic year 2023-2024 with the members as follows.

Sl. No	Name	Designation
1	Dr. Indu G Krishnan	Presiding Officer
2	Dr. Ajosh George	Faculty member
3	Ms. Raji T	Faculty member
4	Mr. Ranjith K Jose	Office Superintendent
5	Ms. Jincy Sunil	Chief Accountant
6	Ms. Beneeta Benny	Student Representative (PG)
7	Ms. Varsha Ajay	Student Representative (UG)
8	Ms. Grace Mridula Raphael	Student Representative (UG)
9	Ms. Anooja Basheer	NGO Member

The ICC held two meetings during the academic year of 2023-2024, on 02.08.2023 and 15.02.2024. The committee conducted a comprehensive review of the institute's current anti-sexual harassment strategies. The majority of committee members were present at these meetings where they deliberated on existing measures to prevent any instances of sexual misconduct within the campus. In accordance with the recommendations made by the committee, subsequent actions were implemented.



Dr. Laly Mathew

Principal

PRINCIPAL

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Actions Taken Report of Internal Complaints Committee 2023-2024

- * In the beginning of the academic year, the Principal delivered a comprehensive address to all students, outlining the institution's stringent policies against any form of sexual misconduct.
- * During orientation week, first-year students were provided with separate sessions dedicated solely to the anti-sexual policies of the college.
- * During the Meeting held online, the cell stressed the importance of being professional and respectful in all online interactions, by keeping comments appropriate and protecting everyone's privacy, we create a safer and more supportive virtual space.
- * Faculty members increased campus surveillance during intervals to monitor for instances of unusual activities and the efficacy of CCTV cameras were checked thoroughly.
- *The discussions on the implementation of sign boards and a website plugin were held during the meetings conducted. Emphasis was placed on ensuring these tools strictly adhere to regulatory standards while effectively conveying critical guidelines to users.




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Report of Activities of Internal Complaints Committee 2022-2023

Committee Members

The Anti-Sexual Harassment Cell has been reconstituted as INTERNAL COMPLAINTS COMMITTEE (ICC) for the academic year 2022-2023, with the appointment of the following members.

Sl.No	Name	Designation
1	Dr. Indu G Krishnan	Presiding Officer
2	Dr. Ajosh George	Faculty Member
3	Ms. Raji T	Faculty Member
4	Mr. Ranjith K Jose	Office Superintendent
5	Ms. Jincy Sunil	Chief Accountant
6	Ms. Beneeta Benny	Student Representative (PG)
7	Ms. Varsha L	Student Representative (UG)
8	Ms. Shakkeeba Faheem	Student Representative (UG)
9	Ms. Anooja Basheer	NGO Member

The ICC held two meetings during the academic year of 2022-2023 on, 06.07.2022 and 23.02.2023. The committee re-evaluated the current anti-sexual harassment strategies employed by the institute. The guidelines prescribed under the Government circular dated on 10.09.2021 was implemented. The majority of committee members were in attendance at these meetings where they discussed existing methods to prevent any sexual misconduct within campus. According to the committee's recommendations, subsequent actions were undertaken.



Fr. Ajeesh Puthussery CMI

Principal

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Actions Taken Report of Internal Complaints Committee 2022-2023

- * In the beginning of the academic year, anti-sexual harassment cell was reconstituted into ICC.
- * The Principal delivered a comprehensive address to all students, outlining the institution's stringent policies against any form of sexual misconduct. Furthermore, during orientation week, first-year students were provided with separate sessions dedicated solely to this matter.
- * Faculty members increased campus surveillance during intervals to monitor for instances of unusual activities and the efficacy of CCTV cameras were checked thoroughly.
- * Collaborated with the women's cell, NSS, NCC, PTA of the college to raise awareness among students about any anti-social activities.

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Report of Activities of the Anti-Sexual Harassment Cell 2021-2022


Committee Members

The Anti-Sexual Harassment Cell has been constituted for the academic year 2021-2022 with the members as follows.

Sl.No	Name	Designation
1	Dr. Indu G Krishnan	Presiding Officer
2	Dr. Ajosh George	Faculty Member
3	Ms. Raji T	Faculty Member
4	Mr. Ranjith K Jose	Office Superintendent
5	Ms. Jincy Sunil	Chief Accountant
6	Ms. Beneeta Benny	Student Representative (PG)
7	Ms. Varsha L	Student Representative (UG)
8	Ms. Shakkeeba Faheem	Student Representative (UG)
9	Dr. Sheena Rajan Philip	NGO Member

The Anti-Sexual Harassment Cell held two meetings during the academic year of 2021-2022, on 21.06.2021 and 18.02.2022. The committee re-evaluated the current anti-sexual harassment strategies employed by the institute. Discussions on the Government circular dated on 10.09.2021 was made. The majority of committee members were in attendance at these meetings where they discussed existing methods to prevent any sexual misconduct within campus. According to the committee's recommendations, subsequent actions were undertaken.




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Actions Taken Report of The Anti-Sexual Harassment Cell 2021-2022

- * In the beginning of the academic year, the Principal delivered a comprehensive address to all students, outlining the institution's stringent policies against any form of sexual misconduct.
- * Preliminary ground works for the constitution for ICC for the next academic year.
- * Furthermore, during orientation week, first-year students were provided with separate sessions dedicated solely to this matter.
- * Faculty members increased campus surveillance during intervals to monitor for instances of unusual activities and the efficacy of CCTV cameras were checked thoroughly.

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Report of Activities of the Anti-Sexual Harassment Cell 2020-2021

Committee Members

The Anti-Sexual Harassment Cell has been constituted for the academic year 2020-2021 with the members as follows.

Sl.No	Name	Designation
1	Dr. Indu G Krishnan	Presiding Officer
2	Dr. Ajosh George	Faculty Member
3	Ms. Raji T	Faculty Member
4	Mr. Ranjith K Jose	Office Superintendent
5	Ms. Jincy Sunil	Chief Accountant
6	Ms. Mariya Santy	Student Representative (PG)
7	Ms. Darshna Ramesh	Student Representative (UG)
8	Ms. Lucy Rose	Student Representative (UG)
9	Dr. Sheena Rajan Philip	NGO Member

The Anti-sexual harassment Cell held two meetings during the academic year of 2020-2021 namely, 15.07.2020 and 11.01.2021. In light of the ongoing Covid-19 pandemic, the committee re-evaluated the current anti-sexual harassment strategies employed by the institute. The majority of committee members were in attendance at these meetings, whether online or offline, where they discussed existing methods to prevent any sexual misconduct within campus. According to the committee's recommendations, subsequent actions were undertaken.



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Actions Taken Report of The Anti-Sexual Harassment Cell 2020-2021

- * Online sessions were held to enlighten students about the institution's policies against sexual misconduct and encourage responsible behaviour during remote learning.
- * Individual consultations between class tutors and mentors were conducted with each student to ascertain any instances of sexual abuse.
- * Faculty members enhanced campus surveillance during offline classes to monitor for instances of unusual activities and investigate any potential misuse of mobile phones by students.

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Report of Activities of the Anti-Sexual Harassment Cell 2019-2020

Committee Members

The Anti-Sexual Harassment Cell has been constituted for the academic year 2019-2020 with the members as follows.

Sl.No	Name	Position
1	Dr. Indu G Krishnan	Presiding Officer
2	Dr. Ajosh George	Faculty Member
3	Ms. Raji T	Faculty Member
4	Mr. Ranjith K Jose	Office Superintendent
5	Ms.Jincy Sunil	Chief Accountant
6	Ms. Mariya Reji	Student Representative (PG)
7	Ms. Anjali Baiju	Student Representative (UG)
8	Ms. Shreya Ravikumar	Student Representative (UG)
9	Dr. Sheena Rajan Philip	NGO Member

The Anti-sexual harassment Cell held two meetings during the academic year of 2019-20, namely on 10.07.2019 and 15.01.2020. The committee conducted a comprehensive review of the institute's current anti-sexual harassment strategies. The majority of committee members were present at these meetings where they deliberated on existing measures to prevent any instances of sexual misconduct within the campus. In accordance with the recommendations made by the committee, subsequent actions were implemented.



Fr. A J Saviance CMI

Principal
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Actions Taken Report of The Anti-Sexual Harassment Cell 2019-2020

- * In the beginning of the academic year, the Principal delivered a comprehensive address to all students, outlining the institution's stringent policies against any form of sexual misconduct.
- * During orientation week, first-year students were provided with separate sessions dedicated solely to the anti-sexual policies of the college.
- * Faculty members increased campus surveillance during intervals to monitor for instances of unusual activities and the efficacy of CCTV cameras were checked thoroughly.

Fr. A J Saviance CMI

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