

CRITERION 5

5.1 STUDENT SUPPORT AND PROGRESSION

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees.



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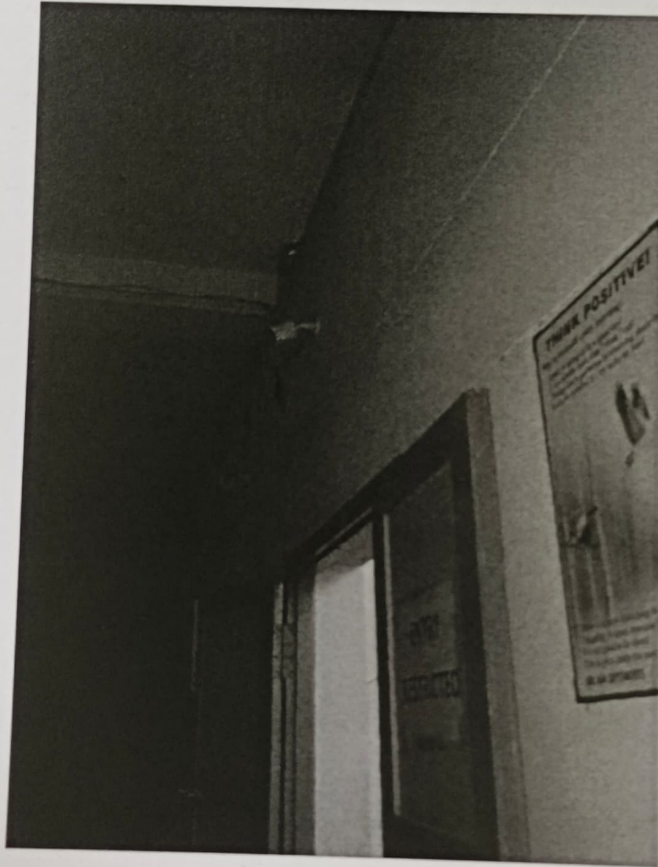
DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

Accredited with 'B' Grade by NAAC (1st Cycle)

(Affiliated to Manonmaniam Sundaranar University, Abishekappatti, Tirunelveli)

ADDITIONAL INFORMATION

CCTV



Maly
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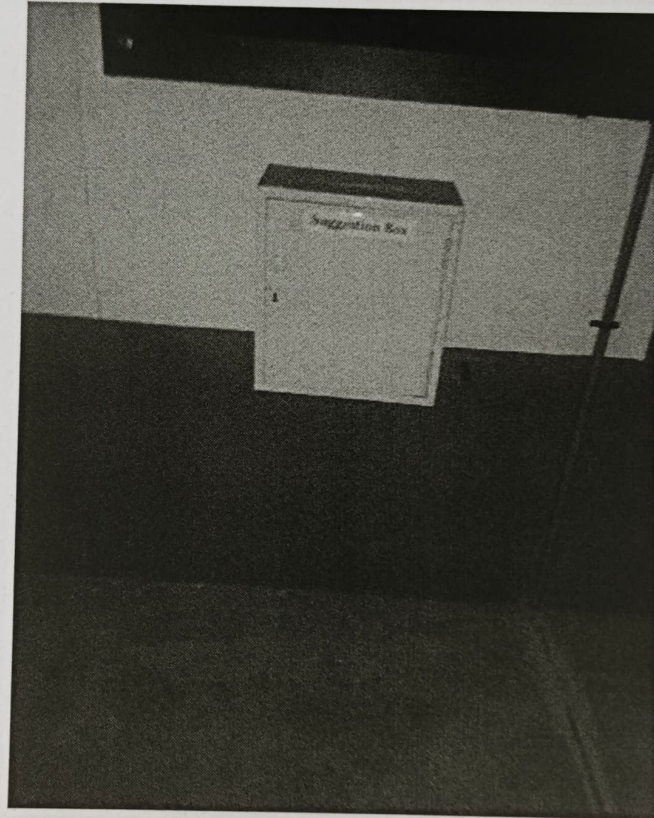


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SUGGESTION BOX



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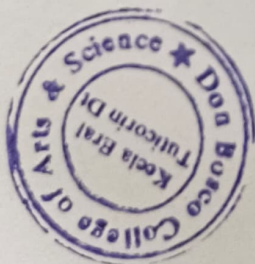
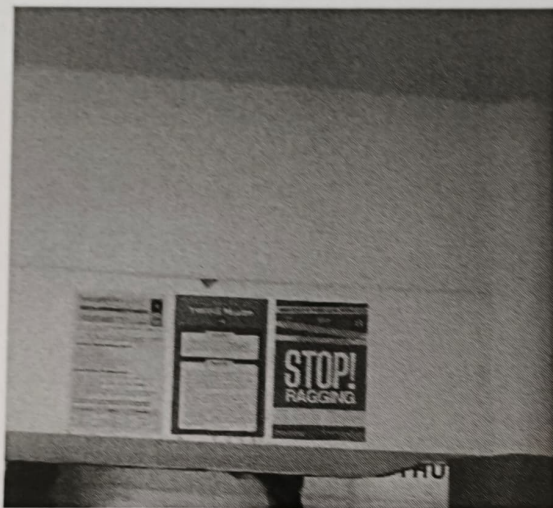


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ANTI RAGGING AND SEXUAL HARRASMENT POSTERS



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GRIEVANCES LETTERS FROM SUGGESTION BOX

From,

A. Abirami

IIIrd BCS

Don Bosco College of Arts and Science

Keela Eral

To,

The Principal

Don Bosco College of Arts and Science

Keela Eral

Respected Sir,

I am writing this letter to request to update 100 Mbps to 200 Mbps. It will help for our future.

So, I request you to kindly update the same and do the needful things.

Thanking you

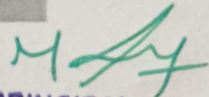
Yours obediently

A. Abirami

Place : Keela Eral

Date : 15/02/2024




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From

Ajith kumar

III B.com

Don Bosco College of Arts & Science,

Keela eral

To

The Principal

Don Bosco college of Arts & Science

Keela Eral,

Respected Sir,

Subject: Request for added Certificate course.

I am writing this letter to request to add a Certificate course (Tally ERP9) upgrade the course it will help for our future.

So, I request you to kindly update the same and do the needful things.

Thanking you,

Yours obediently,

Ajithkumar

Place : Keela Eral

Date : 03/01/2023



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KEELA ERAL

AWARENESS PROGRAM FOR ANTI RAGGING AND SEXUAL HARRASMENT



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GRIEVANCE REDRESSAL POLICY



Preamble

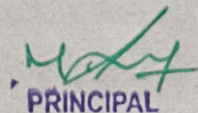
The College aims to provide best of curriculum and administrative services for the quality enhancement of the students of the College. In spite of the steps that the College takes to ensure this quality, we are called to provide for a mechanism for grievance redressal of the complaints that may arise from time to time in order to ensure that the grievances are mitigated at the earliest.

Objectives

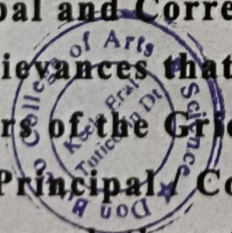
- 1 To ensure effective dissemination of all information on time to the stakeholders of the College.
- 2 To suggest steps for the smooth transaction of academic and administrative activities as a preventive step against grievances.
- 3 To minimize the grievances as best as possible.
- 4 To provide the mechanism to the students to bring their grievances to the fore and get them redressed without having revealed their identity due to the fear of being targeted.
- 5 To set up a mechanism for the speedy redressal of grievances once reported.

General Guidelines

- 1 The College gives utmost attention to the quality aspect of our services to the stakeholders.
- 2 The College takes up all grievances seriously, enquire into them and take steps accordingly in order to ensure that such or similar grievances do not get repeated.
- 3 The College shall set up a Committee for Grievance Redressal and adhere to the following mechanism for speedy redressal of the grievances of the students or their parents.

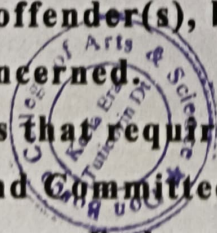

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- 4 The College shall encourage the students to approach the concerned staff or the Principal or the Secretary and Correspondent and report their grievances in person, which we believe will help the students to transform into responsible citizens.
- 5 When the students come in person, the student is patiently listened to, understood and assured of steps to solve the problems that the students face.
- 6 The College provides a complaint book at the reception and the students may feel free to note their complaints there and the same shall be taken up on a daily basis by the Principal / Secretary and Correspondent and steps taken accordingly. Wherever necessary, the complainant can be called for detailed reporting and for clarification and the steps taken can also be informed in person by the authorities of the College.
- 7 The College provides for a Complaint / Suggestion Box in an accessible place and allow students who do not wish to be identified, but at the same time wish to bring some lapses on the part of the College, can easily write in private and place it in the box.
- 8 The key(s) to the Complaint / Suggestion Box shall be in the custody of the Coordinator of the Grievance Redressal Committee and the Public Relation Officer of the College. However, only the Coordinator is authorised to open the box.
- 9 The following shall be the procedure and mechanism of managing the grievances and their speedy mitigation:
- 10 The issues that are raised by the students / parents in person to the Principal / Correspondent shall be taken up immediately by the Principal and Correspondent for redressal.
- 11 The grievances that are presented in person to any one of the members of the Grievance Redressal Committee shall be reported to the Principal / Correspondent and steps shall be taken for finding a solution at the earliest.



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- 12 The written complaints that are presented in the complaints book shall be presented to the Principal on a daily basis and wherever possible, the Principal shall meet the student(s) if any clarification is required and then take steps to mitigate the grievance(s). The Principal shall discuss with the Secretary and Correspondent for issues requiring attention by both. The Grievance Redressal Committee shall be called to discuss and suggest / undertake steps on matters of serious importance.
- 13 The suggestions / grievances placed in the Suggestion / Grievance Box shall be taken weekly once and the Coordinator of the Grievance Redressal Committee shall maintain a register and shall record the important grievance(s) and the steps taken to solve the issues. As the first step the Principal and the Coordinator shall discuss each and every grievance. Both together shall select the issues to be taken up in the Committee. The Principal shall present the matters to the Chairman of the Committee and finalise the matters for the Committee meeting.
- 14 The date, time and venue of the meeting(s) shall be decided and the meeting with agenda shall be notified with at least two days of advance notice.
- 15 The Grievance Redressal Committee shall meet and discuss the matter(s) one after another and find an amicable solution for the benefit of the students.
- 16 In case of personnel of the College in the grievance being reported as important members / employees of the College, the Grievance Redressal Committee shall provide opportunity for hearing the alleged offender(s), before taking the final decision to solve the issue concerned.
- 17 Matters that require the attention of relevant Bodies, Departments, Cells and Committees in the College shall be presented to them. The Grievance Redressal Policy has been approved by the Governing Body of the College in its meeting.



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A Christian Minority, Self-financing College, Affiliated to Manonmaniam Sundaram University, Tirunelveli

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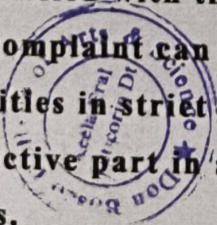
ANTI RAGGING POLICY (Prohibition, Prevention & Punishment)

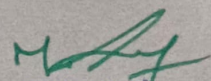
AWARENESS OF RAGGING

The orders of the Hon'ble Supreme Court of India, UGC Regulations and the Tamil Nadu Prohibition of Ragging Act, 1997 states clearly that ragging is considered as sadistic thrill and it a violation of Human Rights. The Offence of the ragging is not only punishable under section 4 of Tamil Nadu Prohibition of Ragging Act 1997 but also under various provisions of the Indian Penal Code (IPC), 1860 (Act 45 of 1860) and is a cognizable offence.

INSTRUCTIONS TO FRESHERS

1. You do not have to submit to ragging in any form.
2. You do not have to compromise with your dignity and self-respect.
3. You can report incidents of ragging to the concerned authorities.
4. You can contact the Anti-Ragging Squad / Anti Ragging Committee of the College or the Principal.
5. The College is obliged to permit the use of communication facilities (Landline and Mobile phones) for seeking help.
6. If you are not satisfied with the enquiry conducted by the College, you can lodge a First Information Report (FIR) with the local police and complaint with the civil authorities.
7. The College is in any case required to file FIR if your parents or you are not satisfied with the action taken against those who 'ragged' you.
8. Your complaint can be oral or written and would be treated by the authorities in strict confidence.
9. Take active part in all institutional activities intended to end ragging on campus.




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**RAGGING IS PROHIBITED ON CAMPUS AND OFF CAMPUS
JOIN HANDS IN MAKING THE COLLEGE CAMPUS FREE FROM RAGGING
SAY "NO" TO RAGGING**

Action for Ragging Activities in the College:

Action shall be contemplated against students for indulging in and / or abetting ragging in the College. Depending upon the nature and gravity of the offence as established, the possible punishments, for those found guilty of ragging at college level shall be anyone or combination of the following:

- **Cancellation of admission**
- **Suspension from attending classes**
- **With holding / withdrawing scholarship / fellowship and other**
- **Debarring from appearing in any test / examination or other evaluation process, withholding results**
- **Debarring from representing the Institution in any regional, national or international meet, tournament youth festival, etc.**
- **Suspension / Expulsion from the hostel.**
- **Rustication from the Institution for period from 1 to 6 semesters**
- **Expulsion from the Institution and consequent debarring from admission to any other Institution.**
- **Collective punishment: When the persons committig or abetting the crime of ragging are not identified, the Institution shall resort to collective punishment as a deterrent community pressure on the potential ragers.**

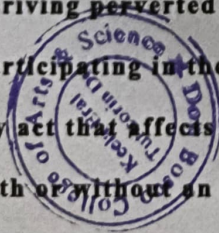
UGC REGULATIONS - 2009 ON CURING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS:

SALIENT FEATURES:

Clause - 3:

What constitutes Ragging - Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

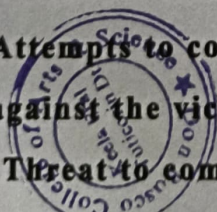


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Clause - 7: Action to be taken by the Head of the Institution:

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging. The Head of Institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;



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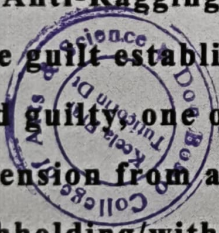
xviii. All other offences following from the definition of "Ragging".

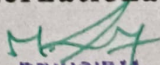
Provided that the Head of the Institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of M.S University. Provided further that the Institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

CLAUSE - 9: Administrative action in the event of ragging:

9.1 The Institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a) The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti- Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the ~~guilt~~ established by the Anti-Ragging Squad, award, to those found ~~guilty~~, one or more of the following punishments, namely;
 - i) Suspension ~~from~~ attending classes and academic privileges.
 - ii) Withholding/withdrawing scholarship fellowship and other benefits.
 - iii) Debarring from appearing in any test. Examination or other evaluation process.
 - iv) Withholding results.
 - v) Debarring from representing the institution any regional international meet, tournament, youth festival, etc.
 - vi) Suspension/expulsion from the hostel.
 - vii) Cancellation of admission




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- . ix) Expulsion from the Institution and consequent debarring from admission to any other institution for specified period.**

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

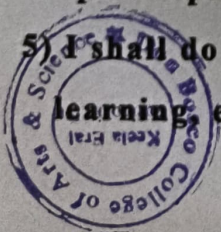
c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- i. In case of an order of an Institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University.**
- ii. In case of an order of a University, to its chancellor.**
- iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the Institution, as the case may be.**

PLEDGE TO BE ADMINISTERED TO THE STUDENTS

I, a bonafide student of Don Bosco College of Arts & Science, Keela Eral do hereby solemnly pledge that:

- 1) I shall not indulge in any ragging activities either directly or indirectly, either on the campus or outside thereof.**
- 2) I further pledge that I shall treat all my junior students and also other students as my brothers and sisters at all times.**
- 3) I shall maintain cordial atmosphere on the campus and shall follow strict discipline. I shall report any incident of ragging to the concerned authorities as soon as it comes to my notice.**
- 4) I shall say no to ragging and shall not be a party to ragging either as a participant or as an abettor; and**
- 5) I shall do all that is possible to make my institution a better place for learning, enlightenment and enjoyment.**



[Signature]
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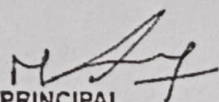
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Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge and conviction.




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