



# **KURIAKOSE ELIAS COLLEGE MANNANAM**

Affiliated to Mahatma Gandhi University, Kottayam  
[www.kecollege.ac.in](http://www.kecollege.ac.in) | [kecollegemnm@gmail.com](mailto:kecollegemnm@gmail.com)



## **Criterion - V**

### **Student Support and Progression**

#### **5.1.: Student Support**

##### **5.1.4.**

### **Annual Reports of the Committees**



# KURIAKOSE ELIAS COLLEGE, MANNANAM

Mannanam P.O., Kottayam - 686561, Kerala, India

Re-accredited by NAAC in 2019

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0481-2597374 (Aided); 2599699 (Self-Financing)

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## 1.GRIEVANCE REDRESSAL CELL ANNUAL REPORT



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## GRIEVANCE REDRESSAL CELL ANNUAL REPORT 2018-2019

In the academic year 2018-2019, the Grievance Redressal Cell of K.E. College Mannanam, chaired by Dr. Antony Thomas, Principal, and consisting of key members including Fr. Joby Joseph, Vice Principal, Ms. Jesline Maaria Mamen, Dr. Vinu J Joseph, Dr. Dhanya Joseph, Dr. Anju Augustine, Ms. Deepa Mary Joseph, and Ms. Anitta P Manuel, addressed several pressing concerns raised by students and staff. The first meeting of the year, held on July 10, 2018, tackled infrastructural issues such as improving car parking facilities for staff and students, developing infrastructure for a new college canteen, and advancing the green campus initiative.

In response to the concerns discussed, a second meeting was convened during the second semester, focusing on student grievances. This meeting, which proceeded after all formalities were addressed, centered on several issues including the adequacy of computer facilities in the computer room, the need for additional fans and lights in classrooms, and complaints regarding breakage fees in the computer lab. The committee decided on several resolutions to address these problems: purchasing additional computers to enhance the computer lab's capabilities, installing more fans and lights to improve classroom comfort, and revising the collection of lab dues to be done on an individual basis to ensure fairness and transparency.

Throughout the year, the Grievance Redressal Cell demonstrated a commitment to improving both the academic environment and student satisfaction at K.E. College Mannanam. The resolutions adopted reflected a proactive approach to addressing the concerns of students and staff, emphasizing the college's dedication to creating a more efficient and supportive educational atmosphere



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## GRIEVANCE REDRESSAL CELL ANNUAL REPORT 2019-2020

The Grievance Redressal Cell of KE College Mannanam held its first meeting for the academic year 2019-2020 on June 20, 2019, in conjunction with the Internal Complaints Cell. The meeting, attended by Dr. Antony Thomas (Principal), Fr. Joby Joseph Mukalel, Fr. Johnson Joseph, Dr. Jollyamma Mathew, Dr. Brigit Paul, Prof. Stancy V. Sebastian, Dr. Smitha S., and Dr. Sindhu E. S, addressed student requests for a garden near the store and campus beautification. The committee discussed the feasibility of these proposals, focusing on enhancing campus amenities and aesthetics.

A follow-up meeting was held on January 15, 2020, where the committee reviewed additional student concerns, including the absence of a sports hostel and gymnasium, and requests for park beautification near the college canteen. The committee, with all members present, resolved to recommend to the college management the establishment of a new sports hostel, gym, and garden to address these issues.

Overall, the meetings demonstrated the Grievance Redressal Cell's commitment to responding to student concerns and improving campus facilities. The proactive approach and collaborative efforts aimed to foster a more supportive and engaging college environment.



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## GRIEVANCE REDRESSAL CELL ANNUAL REPORT 2020-2021

The Grievance Redressal Committee, comprising Dr. Brigit Paul (Principal), Fr. Dr. Xavier C.S., Prof. Stancy V. Sebastian, Dr. Jollyamma Mathew, and Ms. Sona Santy (III DC B.A. English Student), convened its first meeting on June 24, 2020. The primary agenda was to address student grievances related to online classes and improper scheduling. The committee resolved to recommend to the college council the correction of scheduling issues and to address problems associated with online classes. It was decided that online classes would be scheduled from 8:30 AM to 3:30 PM, with a reduction in class duration and the implementation of a regular feedback system from students to enhance the overall learning experience.

In the second meeting, held on September 14, 2020, the committee tackled issues concerning library access and online examinations. The committee agreed to grant students regular access to the library and decided to conduct offline examinations to better meet student needs. All committee members were present at this meeting, and the resolutions aimed to improve student support and academic integrity by addressing these key concerns effectively.



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## GRIEVANCE REDRESSAL CELL ANNUAL REPORT 2021-2022

The Grievance Redressal Committee, led by Fr. Dr. Xavier C.S. (Principal) and including members Joycekutty Joseph, Prof. Stancy V. Sebastian, Dr. Jollyamma Mathew, and Ms. Nimisha Salin (II DC B.A. Student), convened its first meeting on July 11, 2021. The agenda addressed several student complaints, including the need for a gymnasium, repairs to the water cooler, the establishment of a career and placement cell, and issues related to online classes. The committee decided to initiate the creation of a placement cell and address the concerns regarding online classes by scheduling a staff meeting to discuss and resolve these issues.

The second meeting took place on November 22, 2021, with all members present. Major complaints discussed included frequent power supply failures, the need for a badminton court, inadequate internet access in the college library, the necessity for an improved examination hall, and issues with the college uniform. The committee resolved to request the college management to ensure an uninterrupted power supply, establish a Wi-Fi system across the campus, and implement a uniform policy starting from the next academic year.

Throughout the year, the Grievance Redressal Committee actively addressed student concerns by proposing practical solutions and ensuring that necessary improvements were planned and executed. On August 3<sup>rd</sup> 2022, a general orientation seminar was organised by the Grievance Redressal Committee on Discipline and Academic Excellence. The resource person for the programme was Dr. Angel Thomas, an eminent clinical psychologist from Marsleeva Medicity Pala. These efforts reflect the committee's commitment to enhancing the academic and campus experience by tackling infrastructure and facility issues effectively.



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## GRIEVANCE REDRESSAL CELL ANNUAL REPORT 2022-2023

The Grievance Redressal Committee for the academic year 2022-2023, chaired by Prof. Dr. Ison V. Vanchipurackal (Principal) and including Dr. Joycekutty Joseph and Dr. Jollyamma Mathews, convened its first meeting on June 22, 2022. This initial meeting addressed several student concerns, including requests for the installation of a hot water facility and adjustments to the uniform policy to ensure proper sizing. The committee acknowledged the importance of these issues for student comfort and resolved to implement the installation of a hot water facility. Additionally, it was decided to review and modify the uniform policy to better accommodate students' needs regarding fit, ensuring that all students could be provided with appropriately sized uniforms.

The committee's second meeting was held on October 28, 2022, and focused on addressing issues related to campus amenities. During this session, complaints were raised about malfunctioning vending machines and the need for repairs to the sanitary napkin incinerator. The committee decided to take immediate action by coordinating with the maintenance department to service and repair the vending machines and the incinerator. These measures were aimed at improving the availability of refreshments and maintaining sanitary conditions on campus, thus addressing the practical needs of students effectively.

The final meeting of the academic year took place on February 2, 2023. At this meeting, the committee revisited concerns about the uniforms, specifically addressing complaints about the inability to wear overcoats during the colder months of February and March. Additionally, issues with the drinking water supply were discussed. The committee resolved to adjust the uniform policy to allow for overcoats during the colder months and to enhance the drinking water supply across the campus. These decisions were made to ensure that students had appropriate clothing for varying weather conditions and reliable access to drinking water, thereby improving overall student satisfaction and comfort.



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## 2.ANTI-RAGGING CELL ANNUAL REPORT



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## ANTI-RAGGING CELL ANNUAL REPORT 2018-2019

During the academic year 2018-2019, the Anti-Ragging Cell of K.E. College Mannanam has successfully upheld its mission to create and maintain a safe and respectful environment on campus. Notably, no ragging incidents were reported throughout the year, highlighting the effectiveness of the proactive measures taken by the Cell and the cooperation of the college community.

The Anti-Ragging Cell convened regular meetings in the Principal's chamber to discuss and implement strategies aimed at preventing ragging. These meetings were crucial for monitoring the campus environment and ensuring that all preventive measures were actively enforced. The Cell's consistent oversight played a significant role in maintaining a zero-tolerance stance towards ragging.

In addition to the meetings, an awareness seminar was organized for senior students of the college. This seminar was designed to educate students about the harmful effects of ragging and to foster a culture of mutual respect and understanding. The seminar successfully conveyed the importance of maintaining a positive and supportive campus environment.

The Anti-Ragging Cell comprised a dedicated team of individuals committed to addressing and preventing ragging. The members for the academic year were: Dr. Mercy Mathews (Convenor), Adv. Royce Chirayil, S.I. of Police Gandhinagar, Athirampuzha Gramapanchayath, Prof. Stancy Sebastian, Dr. Mathews T Thelly, Dr. Smitha S, Mr. Joshy Kurian, and Ms. Angel Sebastian (3rd B.Com Student). Each member contributed their expertise and efforts towards the Cell's mission.

In conclusion, the successful implementation of the Anti-Ragging Cell's measures and the absence of ragging incidents throughout the year underscore the effectiveness of its strategies. The Cell remains committed to ensuring a safe and respectful environment for all students in the future.



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## ANTI-RAGGING CELL ANNUAL REPORT 2019-2020

In the academic year 2019-2020, the Anti-Ragging Cell at K.E. College Mannanam continued its dedicated efforts to prevent ragging and ensure a safe and respectful campus environment. The Cell's proactive approach involved several key activities and new initiatives that contributed to its success.

Throughout the year, the Anti-Ragging Cell convened regular meetings in the Principal's chamber to discuss and refine strategies aimed at preventing ragging. These meetings provided a platform for evaluating the effectiveness of existing measures and for addressing any emerging concerns. The Cell's vigilance and consistent oversight were instrumental in upholding a zero-tolerance policy towards ragging.

In addition to these meetings, the Cell introduced a new initiative: the formation of student awareness groups. These groups, composed of volunteers from various departments, were tasked with spreading awareness about the consequences of ragging and promoting a positive campus culture. Their peer-to-peer approach proved effective in reinforcing the anti-ragging message among students.

The Anti-Ragging Cell was supported by a committed team of individuals. The members for the academic year were: Dr. Mercy Mathews (Convenor), Adv. Royce Chirayil, S.I. of Police Gandhinagar, Athirampuzha Gramapanchayath, Prof. Stancy Sebastian, Dr. Mathews T Thelly, Dr. Smitha S, Mr. Joshy Kurian, and Ms. Angel Sebastian (3rd B.Com Student). Each member played a crucial role in implementing the Cell's strategies and ensuring their effectiveness.

In conclusion, the academic year 2019-2020 was marked by continued vigilance and innovative efforts by the Anti-Ragging Cell. The introduction of student awareness groups and enhanced seminar activities contributed to a positive campus environment. The Cell remains committed to its mission of preventing ragging and maintaining a safe and respectful space for all students.



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## ANTI-RAGGING CELL ANNUAL REPORT 2020-2021

In the academic year 2020-2021, the Anti-Ragging Cell of K.E. College Mannanam is pleased to report that no incidents of ragging were reported. This achievement underscores the effectiveness of the collective efforts by the college community and the robust measures implemented to maintain a zero-tolerance stance towards ragging. The absence of reported cases reflects the successful enforcement of preventive strategies and the positive impact of the Cell's initiatives.

The Anti-Ragging Cell held regular meetings in the Principal's chamber to monitor and discuss the effectiveness of anti-ragging strategies. These meetings were crucial for reviewing existing protocols, addressing any concerns, and ensuring that all preventive measures were actively enforced. The consistent oversight provided by these meetings contributed significantly to maintaining a harmonious and safe campus environment.

To further strengthen its anti-ragging efforts, the Cell conducted an awareness seminar specifically for senior students. The seminar focused on educating students about the harmful effects of ragging and promoting a culture of mutual respect. The initiative successfully reinforced the importance of maintaining a supportive campus atmosphere. The Anti-Ragging Cell for the academic year included a dedicated team: Dr. Mercy Mathews (Convenor), Adv. Royce Chirayil, S.I. of Police Gandhinagar, Athirampuzha Gramapanchayath, Prof. Stancy Sebastian, Dr. Mathews T Thelly, Dr. Smitha S, Mr. Joshy Kurian, and Ms. Merin Shajan (3rd B.Sc. Zoology Student). Their collective efforts were instrumental in upholding the principles of safety and respect within the college community.



*Bright Dawn*

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## ANTI-RAGGING CELL ANNUAL REPORT 2021-2022

In the academic year 2021-2022, the Anti-Ragging Cell at K.E. College Mannanam is pleased to report that no ragging incidents were recorded. This outcome is a testament to the collective efforts of the college community and the effectiveness of the Cell's proactive measures in maintaining a strict zero-tolerance policy towards ragging.

The Anti-Ragging Cell conducted regular meetings in the Principal's chamber throughout the year. These meetings were instrumental in discussing and refining strategies to prevent ragging and ensure a supportive and harmonious campus environment. The continuous oversight and review of preventive measures played a crucial role in sustaining a safe academic atmosphere.

To further enhance awareness and prevent ragging, an awareness seminar was held on July 11, 2021. Fr. Johnson Joseph, Head of the Psychology Department, served as the resource person for this seminar, which was targeted specifically at senior students. The seminar aimed to educate students about the harmful effects of ragging and to promote a culture of mutual respect and understanding.

The Anti-Ragging Cell for the year included a dedicated team: Fr. Dr. Xavier CS (Principal), Dr. Mercy Mathews (Convenor), Adv. Royce Chirayil, S.I. of Police Gandhinagar, Athirampuzha Gramapanchayath, Prof. Stancy Sebastian, Dr. Mathews T Thelly, Dr. Smitha S, Mr. Joshy Kurian, and Ms. Aleena Joseph (3rd B.Com Student). Their collective efforts were instrumental in upholding the principles of safety and respect within the college community.



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## ANTI-RAGGING CELL ANNUAL REPORT 2022-2023

In the academic year 2022-2023, K.E. College Mannanam's Anti-Ragging Cell successfully upheld its commitment to a zero-tolerance policy towards ragging. The Cell is pleased to report that no ragging incidents were reported during this period, a testament to the effective implementation of preventive measures and the collective vigilance of the college community. The Anti-Ragging Committee, comprising Dr. Ison V. Vanchipurackal (Chairman and Principal), Fr. Dr. Xavier C.S. CMI (Vice Principal), and other key members, including Dr. Mercy Mathews (Convenor), Dr. Jollyamma Mathew, Dr. Mathews T. Thelly, Major (Rtd.) Johny Thomas, and representatives from various sectors, played a crucial role in maintaining a safe campus environment.

Regular meetings of the Anti-Ragging Committee were held in the Principal's chamber to review and enhance strategies for preventing ragging. These meetings provided a structured platform for discussing the effectiveness of existing measures, addressing any emerging concerns, and ensuring the continued enforcement of anti-ragging policies. The Committee's consistent oversight was vital in fostering a harmonious and secure academic atmosphere.

In addition to the meetings, the Anti-Ragging Cell organized a significant awareness program on July 18, 2022. This online seminar, led by Fr. Johnson Joseph, Head of the Psychology Department, was aimed specifically at senior students. The program included activities designed to educate students about the serious consequences of ragging and to promote a culture of mutual respect and understanding. This initiative was supported by the Anti-Ragging Squad and Monitoring Cell, which included faculty members from various departments, student representatives, and local media personnel. Their collective efforts in organizing these programs and monitoring campus activities were essential in reinforcing the college's commitment to preventing ragging and maintaining a positive environment for all students.



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## 3. INTERNAL COMPLAINTS CELL (ICC) ANNUAL REPORT



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## INTERNAL COMPLAINTS CELL ANNUAL REPORT 2018-2019

For the academic year 2018-2019, Kuriakose Elias College, Mannanam is pleased to report that no complaints were filed with the Internal Complaints Cell (ICC). This reflects the effective implementation of the institution's policies and procedures designed to prevent and address any instances of sexual harassment.

The institution has established clear and comprehensive guidelines to combat sexual harassment, which are articulated in the college's policy and procedural documents. These guidelines are in line with statutory requirements and are aimed at creating a safe and respectful environment for all students and staff. The college's commitment to preventing sexual harassment is demonstrated through the proactive measures and the stringent enforcement of these policies.

The Anti-Harassment Internal Complaints Committee, responsible for addressing any issues related to sexual harassment, comprises a dedicated team of members who oversee the implementation and adherence to these policies. The committee for the academic year 2018-2019 included:

-Prof. Stancy V. Sebastian– Chairperson, Dr. Jaiby Joseph - Member, Prof. Jesline Maria Mamen – Member, Prof. Nisha Maria – Member

This committee is instrumental in ensuring that the college environment remains free from harassment. Their roles involve not only addressing complaints should they arise but also actively promoting awareness about the college's anti-harassment policies and procedures. The absence of complaints during the year is indicative of the effective communication and implementation of these measures, as well as the commitment of the entire college community to maintaining a respectful and safe educational environment.



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## INTERNAL COMPLAINTS CELL ANNUAL REPORT 2019-2020

For the academic year 2019-2020, Kuriakose Elias College, Mannanam is pleased to report that the Internal Complaints Cell (ICC) received no complaints regarding sexual harassment. This outcome underscores the effectiveness of the college's preventive measures and the strong adherence to its policies designed to ensure a safe and respectful environment for all students and staff. The institution has established clear guidelines and procedures to address and prevent sexual harassment, which are detailed in its policy documents. These measures are in compliance with statutory requirements and are communicated regularly to the college community to uphold high standards of conduct.

The Anti-Harassment Internal Complaints Committee, responsible for overseeing the implementation of these policies, was composed of Prof. Stancy V. Sebastian (Chairperson), Dr. Jaiby Joseph, Prof. Jesline Maria Mamen, and Prof. Nisha Maria. This dedicated team plays a crucial role in managing and addressing any potential issues of sexual harassment, as well as in promoting a culture of respect within the college. Their work includes educating the community about the anti-harassment policies and ensuring prompt and effective handling of any issues that arise. The absence of complaints during this academic year reflects the successful implementation of these measures and the college's commitment to maintaining a harassment-free educational environment.



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## INTERNAL COMPLAINTS CELL ANNUAL REPORT 2020-2021

In the academic year 2020-2021, Kuriakose Elias College, Mannanam reports that no complaints were received by the Internal Complaints Cell (ICC) concerning sexual harassment. This reflects the continued effectiveness of the college's comprehensive policies and procedures aimed at fostering a safe and respectful environment for both students and staff. The absence of reported incidents indicates the successful implementation and adherence to the college's anti-harassment measures.

The college has established and maintains clear guidelines to prevent and address sexual harassment, which are detailed in its policy documents. These guidelines are designed to ensure a secure and supportive environment in accordance with statutory requirements. Regular communication and training on these policies help reinforce the college's commitment to maintaining high standards of conduct and ensuring that all members of the college community are aware of their rights and responsibilities.

The Anti-Harassment Internal Complaints Committee for the academic year 2020-2021 comprised Prof. Stancy V. Sebastian (Chairperson), Dr. Jaiby Joseph, Prof. Jesline Maria Mamen, and Prof. Nisha Maria. This committee is instrumental in overseeing the enforcement of anti-harassment policies, addressing any potential issues, and promoting a culture of respect within the college. Their efforts include regular training and awareness programs to educate the community about the importance of maintaining a harassment-free environment. The lack of complaints during this academic year demonstrates the effectiveness of these measures and the college's ongoing commitment to ensuring a safe educational atmosphere for all.



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## INTERNAL COMPLAINTS CELL ANNUAL REPORT 2021-2022

During the academic year 2021-2022, Kuriakose Elias College, Mannanam's Internal Complaints Cell (ICC) continued its commitment to fostering a safe and respectful environment by actively organizing various awareness programs. The Cell is pleased to report that no complaints of sexual harassment were received during this period, indicating the effectiveness of its preventive measures and the strong adherence to its policies.

This year, the ICC organized two significant webinars aimed at enhancing awareness and promoting gender equality. On October 5, 2021, the Cell hosted a webinar on gender equality, featuring Mrs. Chinchu Rani Vincent from the Department of Psychology at K.E. College Mannanam as the resource person. The session provided valuable insights into gender equality issues and aimed to foster a more inclusive and respectful campus environment. Additionally, another impactful webinar was arranged for the female students, conducted by Dr. Ranjini Manoj from the Physics Department on 8<sup>th</sup> December 2021. This session, titled "Women Empowerment through Re-Educating Oneself," focused on empowering women through self-education and personal development.

The Anti-Harassment Internal Complaints Committee for the year included Prof. Stancy V. Sebastian (Chairperson), Dr. Jaiby Joseph, Prof. Jesline Maria Mamen, and Prof. Nisha Maria. This dedicated team was instrumental in not only addressing any potential issues but also in promoting awareness and education regarding sexual harassment and gender equality. Their efforts, including the organization of these webinars, reflect the college's ongoing commitment to maintaining a safe, respectful, and empowering environment for all students and staff. The absence of complaints during this academic year further underscores the success of these initiatives and the effectiveness of the college's comprehensive policies.



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## INTERNAL COMPLAINTS CELL ANNUAL REPORT 2022-2023

For the academic year 2022-2023, Kuriakose Elias College, Mannanam is pleased to report that no complaints of sexual harassment were received by the Internal Complaints Cell (ICC). This positive outcome reflects the effective implementation of the institution's preventive measures and adherence to its comprehensive anti-harassment policies. The ICC's proactive approach and rigorous enforcement of these policies have played a key role in maintaining a safe and respectful environment for all members of the college community.

The Internal Complaints Cell for this academic year was composed of a dedicated team, ensuring a diverse range of perspectives and expertise in addressing any potential issues. The committee included Dr. Jollyamma Mathew, Head of the Chemistry Department and Senior Women Faculty, as Chairperson; Ms. Sijimol C.G., Head of the History Department; Dr. Vinu J. George from the Political Science Department; Ms. Bindhu P.P. and Mr. Shibu K. Mathew from the Administrative Staff; and student representatives Ms. Susmi Mohan (III B.Com Computer Application, Self-Financing), Mr. Anandkrishnan R. (II B.A. History), and Mr. Grace Ann Johnson (II M.A. English). Adv. Vincent Alex, Vice Chairman of the Mannanam Janasabha Community Development Council, Kottayam, served as an external member, bringing additional insight and experience to the committee.

A major initiative this year was an orientation programme on the functioning of the ICC, conducted on October 13, 2022, at 11:30 am in the New Seminar Hall. This programme was attended by ICC members, Heads of Departments, teachers, and administrative staff. The session was led by Advt. Vincent Alex, who provided valuable insights into the ICC's roles and responsibilities, including handling complaints, conducting inquiries, and maintaining confidentiality and impartiality. He emphasized the importance of sensitizing the college community to gender issues and creating awareness about the ICC's role in addressing such matters. The successful execution of this programme, along with regular committee meetings and proactive measures, highlights the commitment of the ICC to fostering a positive and supportive

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campus environment.

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