



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR , PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



CRITERION 5

STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

2019-2024

Submitted to





5.1.4: The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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Annual Reports of Committees/Cells

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**Reports of the Activities of
Internal Complaints Committee
(ICC)
2019-2024**



Annual Report of Internal Complaints Committee:

2023-24

Committee Members 2023-24

The Internal Complaints Committee had the following as members:

SI. No.	Name of the Member	Position
1	Ms. Anju Antony	Presiding Officer
2	Ms. Sreekala M M	Convenor
3	Ms. Karthika Balachandran (Staff Representative)	Member
4	Ms. Preetha Ashok (Non-teaching Representative)	Member
5	Ms. Pushpa Gopakumar (Non-teaching Representative)	Member
6	Ms. Anna Alice Jose (Student Representative)	Member
7	Dr. Divya Roy, MBBS, DNB (NGO Representative)	Member

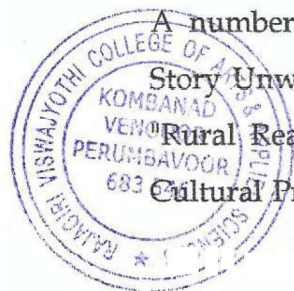
Report for 2023-24

Introduction

The Internal Complaints Committee (ICC) held two meetings during the 2023-24 academic year. These meetings were essential for reviewing the functioning of the ICC and planning further actions to enhance its effectiveness. Programmes related to gender equality were actively conducted on campus, supported by the Women's Cell, which played a vital role in these initiatives.

Summary

A number of gender-based programmes like "Gender Inclusive Pedagogy", "Her Story Unwritten", "Aspire to Inspire", "Her Finance: Financial Literacy for Women", "Rural Reach: Gender Equity in Rural Development Seminar", "Gender Equity in Cultural Preservation" and "Gender Equity in the Digital Age, were arranged to talk





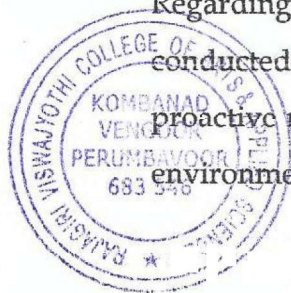
about gender and equality during the present age. Mr. Abhijith, Member of Shastra Sahitya Parishath and Haritha Kerala Mission, led a workshop on Gender Equity on January 19, 2024. The "Her Innovate: Women in Innovation and Entrepreneurship" seminar on February 1, 2024, led by Mr. Arun V V, addressed gender biases and strategies for women in these fields. Throughout the year, the Department of Psychology, under Ms. Thara Irine George's leadership, provided ongoing student mentoring and counselling to address and support student concerns. These events collectively reflect a dedicated effort to address gender equity and empower women across various fields, from education and finance to digital safety and cultural preservation.

Actions Taken

- Sessions on gender and women were provided by faculty including their roles in history and society.
- RVCAS celebrated the International Day of the Girl Child with an inspiring seminar titled "Aspire to Inspire" on October 11, with Ms. Shilpa S, an Assistant Professor at Sahrudaya College as resource person.
- Financial Literacy, digital gender equity, role of culture, female entrepreneurship and women in finance were given special care during the provided sessions.
- Mr. Abhijith, Member of Shastra Sahitya Parishath and Haritha Kerala Mission, served as the resource person for a workshop on Gender Equity.
- Throughout the year, the Department of Psychology, under the leadership of Ms. Anju Antony, provided ongoing mentoring and counselling for students.

Outcome

Regarding complaints, no cases were reported during the academic year. The events conducted during the helped the cell further to spread awareness. The vigilance and proactive measures taken by the committee ensured a supportive and complaint-free environment for students.



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Annual Report of Internal Complaints Committee: 2022-23

Committee Members 2022-23

The Internal Complaints Committee had the following as members:

SI. No.	Name of the Member	Position
1	Ms. Anju Antony	Presiding Officer
2	Ms. Sreekala M M	Convenor
3	Ms. Karthika Balachandran (Staff Representative)	Member
4	Ms. Preetha Ashok (Non-teaching Representative))	Member
5	Ms. Pushpa Gopakumar (Non-teaching Representative))	Member
6	Ms. Anna Alice Jose (Student Representative)	Member
7	Dr. Divya Roy, MBBS, DNB (NGO Representative)	Member

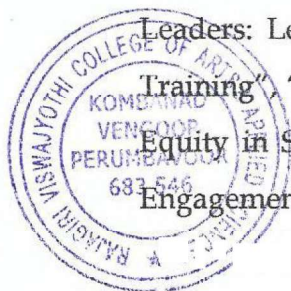
Report for 2022-23

Introduction

During the academic year of 2022-23, the Internal Complaints Committee (ICC) conducted two essential meetings to ensure the smooth functioning of the cell. These meetings were crucial for evaluating the effectiveness of the ICC, discussing the potential for complaints, and ensuring that the committee remained vigilant and prepared to address any issues that might arise.

Summary

Events like "Academic Ascent: Mentorship for Women in Academics", "Inclusive Leaders: Leadership Training Programme", "Bias-Free Classrooms: Educator Equity Training", "ArtEquity: Advancing Gender in the Arts Seminar", "EquiSports: Gender Equity in Sports Coaching and Management", "Men as Allies: Workshop on Male Engagement in Gender Equity", "Empowered Voices: Women in Media and



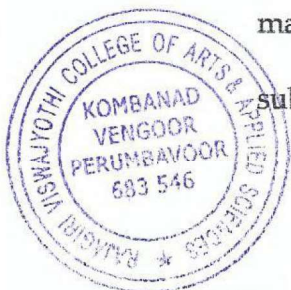


Communication” and “HerInnovate: Women in Innovation and Entrepreneurship” were among the programmes. Women’s Cell, in collaboration with the National Service Scheme, organized a Self-Defence Programme for female students at the college. With senior civil police officers from the Women’s Cell of Ernakulam Rural providing training.

Discussions regarding the Internal Complaints Committee (ICC) emphasized its increasing importance in addressing and resolving complaints effectively. The committee has shown to be a valuable platform for handling issues, even in the absence of formal submissions. Its proactive approach, consistent vigilance, and open lines of communication have ensured a supportive environment for the college community. The ICC's ongoing reviews and readiness to address concerns have highlighted its effectiveness in maintaining a safe and inclusive campus atmosphere.

Actions Taken

- A number of awareness programmes about women in education, business and other fields were conducted.
- Awareness programmes about women and gender in arts, media, sports and entrepreneurship were conducted.
- Awareness programmes on gender for male students were also conducted during the time period.
- The Women’s Cell, in partnership with the National Service Scheme, conducted a self-defence training specifically for female students.
- ICC has demonstrated its effectiveness by proactively addressing issues and maintaining a responsive approach, even in the absence of formal submissions.






Outcome

Regarding complaints, it was noted that no cases were reported during the academic year. This absence of formal complaints could be attributed to the committee's proactive measures and the supportive environment fostered by the ICC. The convenor reaffirmed the committee's commitment to maintaining this positive atmosphere, ensuring that all members of the college community felt safe and valued. The 2022-23 academic year was marked by the ICC's continuous efforts to uphold its responsibilities and support the college community. Through regular meetings, the committee ensured its functionality and readiness to address any grievances. The "Empowered Voices: Women in Media and Communication" event was a testament to the committee's commitment to promoting gender equity and highlighting the contributions of women in various fields. The absence of formal complaints during the year underscored the effectiveness of the committee's proactive approach and its role in fostering a supportive and inclusive campus.




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Annual Report of Internal Complaints Committee:

2021-22

Committee Members 2021-22

The Internal Complaints Committee had the following as members:

SI No.	Name of the Member	Position
1	Ms. Anju Antony	Presiding Officer
2	Ms. Sreekala M M	Convenor
3	Mr. Tennyson Thomas (Staff Representative)	Member
4	Ms. Preetha Ashok (Non-teaching Representative)	Member
5	Ms. Remya M R (Non-teaching Representative)	Member
6	Ms. Aksa Alexander (Student Representative)	Member
7	Dr. Divya Roy, MBBS (NGO Representative)	Member

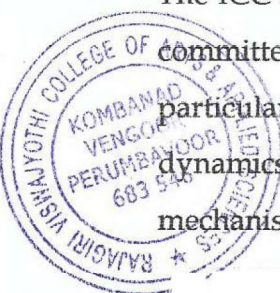
Report for 2021-22

Introduction

During the 2021-22 academic year, the Internal Complaints Committee (ICC) conducted two pivotal meetings despite the partial effect of the corona virus continuing in Kerala. These meetings were essential for ensuring the committee's continued functionality and addressing any potential issues that might arise in the college community.

Summary

The ICC conducted ongoing training sessions aimed at informing students about the committee's role, the complaint process, and available support. These sessions were particularly beneficial during the pandemic, as they helped students navigate the new dynamics of online learning and understand their rights and the protective mechanisms in place. By the end of the academic year, the ICC introduced a gender





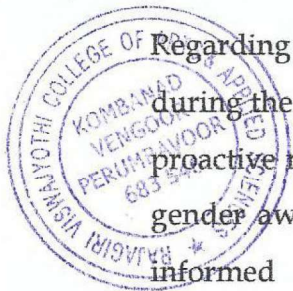
awareness programme to enhance education on gender issues. This initiative, conducted in collaboration with the Women and Child Development Department, Ernakulam, and the Mahila Shakti Kendra, Ernakulam, was held online. "HealEquity: Gender Equity in Healthcare Conference" led by Dr. Divya Roy, served as an eye-opener in relation to healthcare services for women. Other events included "Equal Play: Gender Equity in Sports Symposium", BizHer: Empowering Women Entrepreneurs Training Session" and "Media Matter: Gender Representation", all of these meant to provide a brief idea about gender. The programme underscored the ICC's commitment to fostering a safe and inclusive campus environment by addressing critical issues related to gender equality.

Actions Taken

- Organized ongoing training sessions to educate students about the ICC's purpose, the complaint filing process, and available support.
- Provided training to help students understand their rights and the mechanisms in place to protect them.
- Arranged awareness programmes for women in relation to fields like sports, entrepreneurship and health services were conducted.
- Added a gender awareness programme to the ICC's initiatives, in collaboration with the Women and Child Development Department, Ernakulam, and the Mahila Shakti Kendra, Ernakulam.
- Reinforced the ICC's commitment to promoting a safe and inclusive campus environment through ongoing education on critical gender issues.

Outcome

Regarding complaints within the college, it was noted that no cases were reported during the academic year. The absence of formal complaints could be attributed to the proactive measures taken by the ICC, including the regular training sessions and the gender awareness programme. These efforts likely contributed to a supportive and informed campus community, where potential issues were addressed before





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escalating into formal complaints. The 2021-22 academic year was marked by the ICC's dedication to maintaining its responsibilities and supporting the college community despite the pandemic-related challenges. Through regular meetings and training sessions, the committee ensured its readiness to address any grievances. The addition of the gender awareness programme highlighted the ICC's commitment to continuous education and the promotion of gender equity. The absence of formal complaints during the year underscored the effectiveness of the committee's proactive approach and its role in fostering a positive and inclusive campus environment.




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Annual Report of Internal Complaints Committee:

2020-21

Committee Members 2020-21

The Internal Complaints Committee had the following as members:

SI No.	Name of the Member	Position
1	Ms. Anju Antony	Presiding Officer
2	Ms. Sreekala M M	Convenor
3	Mr. Tennyson Thomas (Staff Representative)	Member
4	Ms. Preetha Ashok (Non-teaching Representative)	Member
5	Ms. Ramya M R (Non-teaching Representative)	Member
6	Ms. Aksa Alexander (Student Representative)	Member
7	Dr. Divya Roy, MBBS (NGO Representative)	Member

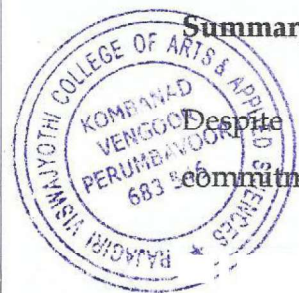
Report for 2020-21

Introduction

During the 2020-21 academic year, the Internal Complaints Committee (ICC) demonstrated resilience and dedication by conducting two essential meetings, despite the challenges posed by the COVID-19 pandemic and the resultant lockdown. The pandemic significantly affected regular offline classes, but the ICC remained focused on its mission to support the college community and address any potential issues.

Summary

Despite the disruptions caused by the lockdown, the ICC maintained its commitment to effectively managing problems and grievances. Adapting to the





pandemic's limitations, the committee ensured continued functionality and accessibility by focusing on creating a supportive environment where students felt safe to express their concerns, even in a remote setting. Awareness programmes like "Virtual Voices: Gender Equity Summit", "Gender Justice: Legal Perspectives and Training Seminar", "Academia Without Bias: Gender Bias Symposium" and "Inclusive Leaders: Leadership Training" were arranged for the year.

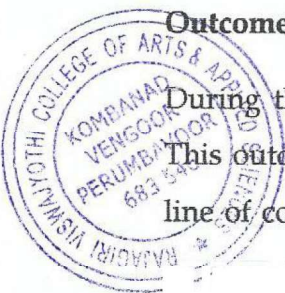
To keep the college community informed about the ICC's role and procedures during the pandemic, a series of online awareness sessions were organized by teachers. These sessions were essential for educating both students and staff about the committee's functions and the complaint process. The online format facilitated widespread participation, ensuring that the significance of the ICC was communicated effectively and that everyone was aware of how to address grievances. The ICC took proactive measures to maintain support by engaging in regular communication with students and staff. They emphasized the committee's availability and the importance of reporting issues. By utilizing online platforms for both awareness and support, the ICC successfully kept the community engaged and informed, overcoming the challenges of remote learning and social distancing.

Actions Taken

- Adapted operations during lockdown to manage grievances and maintain some fine support remotely.
- Organized online awareness sessions to inform the college community about the ICC's role and complaint procedures.
- Implemented proactive communication measures to highlight the ICC's availability and importance.

Outcome

During the academic year, it was noted that no formal complaints were reported. This outcome may reflect the effectiveness of the ICC's efforts to maintain an open line of communication and provide continuous support during a challenging time.





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The proactive online sessions and the committee's commitment to addressing concerns likely contributed to a positive and supportive atmosphere, minimizing the occurrence of formal complaints. The 2020-21 academic year was marked by the ICC's commitment to upholding its responsibilities despite the constraints of the pandemic. Through diligent efforts, including online awareness sessions and proactive support measures, the committee ensured that the college community remained informed and supported. The absence of reported complaints during the year underscored the effectiveness of the ICC's approach and its role in fostering a positive and responsive campus environment.




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Annual Report of Internal Complaints Committee: 2019-20

Committee Members 2019-20

The Internal Complaints Committee had the following as members:

SI No.	Name of the Member	Position
1	Ms. Anju Antony	Presiding Officer
2	Ms. Sreekala M M	Convenor
3	Mr. Tennyson Thomas (Staff Representative)	Member
4	Ms. Preetha Ashok (Non-teaching Representative)	Member
5	Ms. Ramya M R (Non-teaching Representative)	Member
6	Ms. Aksa Alexander (Student Representative)	Member
7	Dr. Divya Roy, MBBS (NGO Representative)	Member

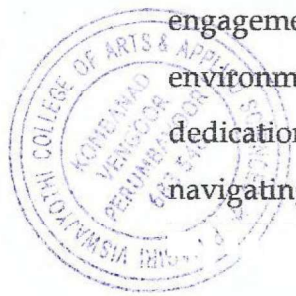
Report for 2019-20

Introduction

During the 2019-20 academic year, the Internal Complaints Committee (ICC) held two important meetings to review its operations and discuss strategies for supporting students. These meetings provided a platform for the committee to assess its effectiveness and explore ways to enhance its support for the student body.

Summary

Throughout the academic year, the ICC demonstrated significant activity and engagement, effectively addressing student concerns and maintaining a supportive environment. Dr. Joy P Joseph, the principal, commended the committee for their dedication and proactive efforts, which were crucial in supporting students and navigating the complexities of their needs.





The events like “Pride and Inclusion: LGBTQ+ Training Sessions”, “EmpowerHer: Gender Equity Awareness Programme” successfully provided support to the students. Despite their active efforts, the committee recognized the need for improvement in their approach to identifying and addressing student problems early. They acknowledged that more proactive measures were required to detect and address difficulties before they escalated into formal complaints. This recognition led to a commitment to enhancing outreach and support mechanisms to better serve the student community.

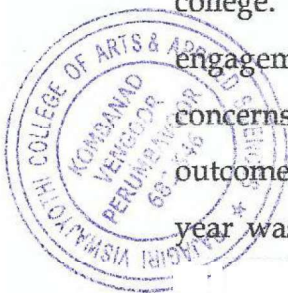
The ICC provided continuous support to students facing challenges by offering a range of services and maintaining open lines of communication. Their efforts were aimed at providing timely assistance, ensuring that students felt heard and supported, and reducing the likelihood of issues becoming formal grievances. The committee's focus on continuous support highlighted their dedication to creating a nurturing and responsive environment for all students.

Actions Taken

- Actively engaged with students and addressed concerns.
- Received commendation from the principal for dedication and proactive efforts.
- Identified need for improved early detection of student issues.
- Committed to enhancing outreach and support mechanisms.
- Provided continuous support through various services and open communication.

Outcome

Throughout the academic year, no formal complaints were reported within the college. This absence of cases was attributed to the committee's proactive engagement and supportive measures. The continuous attempts to address student concerns and provide a supportive atmosphere likely contributed to the positive outcome, reflecting the effectiveness of the ICC's approach. The 2019-20 academic year was marked by the ICC's proactive and supportive efforts in maintaining a






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positive campus environment. Through active engagement, continuous support for students, and the principal's commendation, the committee demonstrated its commitment to addressing student needs. The absence of reported complaints underscored the effectiveness of the committee's approach, while also highlighting areas for further improvement in early identification and support for student issues. The year was a testament to the ICC's dedication to fostering a supportive and responsive campus community.




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