

COLLEGE OF ENGINEERING & TECHNOLOGY

(APPROVED BY AICTE AND AFFILIATED TO UNIVERSITY OF CALICUT /
APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY)



STUDENT GRIEVANCE AND STUDENT REDRESSAL COMMITTEE



**PRINCIPAL
ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY
AKKIKAVU**



STUDENT GRIEVANCE CELL-RCET

In order to address the difficulties faced by the students, we have a student grievance cell functioning in our institute. The committee comprises of several experienced faculties who are very well capable of handling the issues faced by students in an appropriate manner. The panel consist of the following members:

- 1) Mr. V K Haridas-Convener (AP/EEE)
- 2) Ms. Radhika E R-Member (AP/ECE)
- 3) Ms. Biji U I-Member (AP/CE)
- 4) Ms. Jency Varghese-Member (AP/CSE)

During the beginning of every academic year, awareness programmes are conducted by experts inorder to make the students aware of the consequences of ragging and sexual harassments. Apart from this online affidavits are filled by the students and parents during the beginning of every semester.

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MINUTES OF MEETING- STUDENT GREIVANCE CELL

Date : September 3rd 2019

Sl No	General Points Discussed	General Decisions Taken
1	Prevention of sexual harassment and Anti Ragging	Awareness to be made among students by conduction of proper classes by experts
2	Celebration- Reg	Panel advised the students not to conduct such celebrations without permission from institute

Members present:

- 5) Mr. V K Haridas-Convener (AP/EEE)
- 6) Ms. Radhika E R-Member (AP/ECE)
- 7) Ms. Biji U I-Member (AP/CE)
- 8) Ms. Jency Varghese-Member (AP/CSE)

Minutes of the Academic Council Meeting

Name of the meeting: Academic Council	Date: 23/11/18
Name of the Facilitator: Principal	Time: 11.30am
Meeting type: Scheduled	Venue: Principal's Room

Attendees

Dr.S. P. Subramanian, Principal	Mrs. Amrutha M Chemmannur, HOD / EEE
Mrs. Mary Johan, HOD/CE	Mr. Krisahnakumar, HOD/ECE
Mr. Mohammed Iqbal P, HOD/ME	Ms. Asheera L, HOD/ASH
Mrs. Vidya P, HOD/AEI	
Mr. Sreeraj R, HOD/CSE	

Agenda (General Academics & Disciplinary Action)

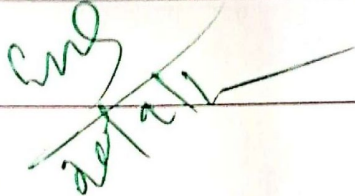
S#	Decision	Responsibility	Scheduled Date
18.11.1	An incident of harassing REAP class students during 9.11.18 to 11.11.18 by seniors was reported from the boys hostel. Preliminary investigation was carried out and confirmed that incident of ragging happened in the hostel. The affected students had identified the senior students and preferred written complaint. Accordingly 10 students were suspended pending enquiry w.e.f 13/11/2018. A detailed enquiry was conducted and based on the report show cause notices were issued to the identified senior students. The matter was discussed in the college PTMA meeting held on 23/11/2018 and the members authorized the college council to take strong and appropriate disciplinary action against the students. As per prevention of ragging act the complaints are to be forwarded for legal action along with the enquiry report. However the complainants have given in writing to not forward their complaints to police subjected to the condition that proper disciplinary actions will be initiated from the college.	HODs/Faculty members	

18.11.1	The council also evaluated the report and the reply by the senior students for the show cause notices issued. The council felt the need of strong and exemplary disciplinary action so that such incidents are not repeated in future. Accordingly decided to initiate disciplinary action against the following students as per the details listed against their names.		HODs/Faculty members		
1.Akshay T R, S5-CSE 2.Jils M Saji, S5-ME	Suspended for 1 year w.e.f 13/11/18 Vacate the hostel. Permitted to write examinations as per the KTU norms of eligibility				
3.Amal P D, S5 ME 4.Sreerag P V, S5 ME	Suspended for 3 months w.e.f. 13.11.2018. Vaccate the hostel. Permitted to write examinations as per the KTU norms of eligibility.				
5.Mohammed Sabah C H, S5 ME 6.Naseeh Rahman, S5 ME 7.Jinu KR, S5 ME 8.AlthafAhammed Khan, S5 ME 9.Mufassil V P S5 CE 10.Thejus Manikandan, S3-ME	Suspended for 10 days w.e.f 13/11//18 to 22/11/18				
Sharon Simon, S5 ME	Suspended for 10 days w.e.f 24/11/18 to 3/12/18 To vacate hostel.				
Nikhil Nambiar, S5 ME	Suspended for 10 days w.e.f 24/11/18 to 3/12/18				
Meeting was concluded at 12.30pm					

Minutes of the Academic Council Meeting

Minutes of the Academic Council

Name of the meeting: Academic Council	Date: 19/9/2017		
Name of the Facilitator: Principal	Time: 2.00pm		
Meeting type: Scheduled	Venue: Principal's Chamber		
Attendees			
Dr.S. P. Subramanian, Principal	Mrs. Amrutha Chemmanur, HOD / EEE		
Dr. Biju P L, HOD/ME	Mr. Krishnakumar R/HOD-In-charge ECE		
Ms. Ihsana Muhammed P, AP/CSE	Mrs. Asheera L, HOD/ASH		
Mrs. Mary John, HOD/CE			
Mr. Giby Jose, HOD/AEI			
Agenda			
S#	Decision	Responsibility	Scheduled Date
17.09.1	<u>S5 Tour</u> : Decided to convince the students to go for tour in December between 20 th and 31 st following rules and regulations framed by college. Maximum involvement of staff coordinators is necessary during planning and execution of the tour.	HODs	
17.09.2	<u>Tech Fest and Sports Meet</u> : Decided to postpone the tech-fest to October 25 th & 26 th , so that it is held along with college sports meet. Overall Coordinator – Mrs. Mary John, HOD/CE Joint Coordinators – 1. Mr. Krishnakumar R, 2. Mr. Bijeesh Department Coordinators : Suhas AP/ECE, 2. Jerry James AP/AEI, 3. Vimal AP/ASH, 4. Dinto AP/EEE, 5. Sheriff AP/CE, 6. Maneesh AP/ME 7.Manu M R, AP/CSE	Coordinators	
17.09.3	<u>Series Test Cutoff Marks</u> : All faculty members are advised to set cut off marks as 45% for pass in KTU related classes. For S7 the 50% cut-off remain unchanged.	All Faculty Members	
17.09.4	<u>RACE Courses</u> : Departments to organize maximum courses. A detailed report is to be forwarded after the start of each course	Dept Coordinators	
17.09.5	<u>Teaching Learning Process</u> : Decided to convey the need of more effective class room teaching methods to all faculty members. It is felt that in many classes the students are not attentive. The effective class room management is the responsibility of the individual faculty members.	All Faculty Members	
17.09.6	<u>Campus Discipline</u> : HOD's and senior faculty members are requested to involve more in campus discipline so that late coming to college, late entry to class rooms etc can be minimized.	HODs	

17.09.7	Saturday 23/9/2017 will be a working day as per earlier schedule and will follow Monday Time table. RACE courses/co-curricular activities can be planned for S7 classes.	HODs	
17.09.8	<u>Campus Discipline Responsibility:</u> The team indicated during earlier minutes will be changed in cyclic order. The following are the details for this week. Monday – ECE Tuesday – ASH & AEI Wednesday – CSE Thursday – CE Friday – ME Saturday – EEE	HODs	
17.09.9	The student co-ordinators identified for 1. Sports festival – Mr. Binoy – S7/ME 2. Tech Fest – Mr. Aswin – S7/CSE HODs are required to nominate one department coordinator from S7 and one joint department coordinator from S3/S5 for each of above events.		
Approved by: Principal 		Date: 19/9/2017	



MINUTES OF MEETING- STUDENT GRIEVANCE CELL

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- 4) Ms. Jensy Varghese-Member (AP/CSE)



COLLEGE OF ENGINEERING & TECHNOLOGY
Chiramanangad, P O, Akkikavu, Thrissur-680604

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Students Grievance Redressal Forum (Cell)

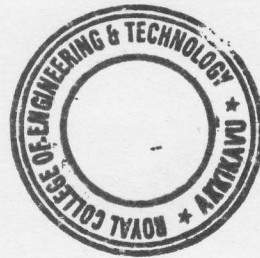
Students grievance redressal cell has been formulated and functioning properly in this institution. Individual complaints and complaints regarding infrastructure facilities from groups used to resolve and addressed promptly.

• No complaints have been received so far from the students regarding any sort of sexual harassment. We have created deep awareness among students regarding the consequences of sexual harassments and the punishments associated with legal action.

Principal



**PRINCIPAL
ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY
AKKIKAVU**



From
Mohammed Sadiq
SS, EEE

To Principal,
RCET

Sub: Fixing one tube light near greenboard

Sir,

In our class room No 304 it is very difficult to read the writings on the green board, because of glare from outside.

Therefore we request you to take necessary steps for fixing one tube light just above the board.

Thanking you,

Date: 21-10-19
Place: Akkikavu

Yours obediently,
Mohammed Sadiq
SS - EEE

Forwarded to Principal
CHOD EEE
21/10/19
Forwarded to Meei

SME
21/10

From,

Godwin,
38, ECE.

To,

The principal.
RCET.

Sub: - Ground floor water cooler not working

Sir,

This is to inform you that the water cooler in ground floor is not functioning properly. We request you to make immediate arrangements to repair the cooler.

Thanking you;

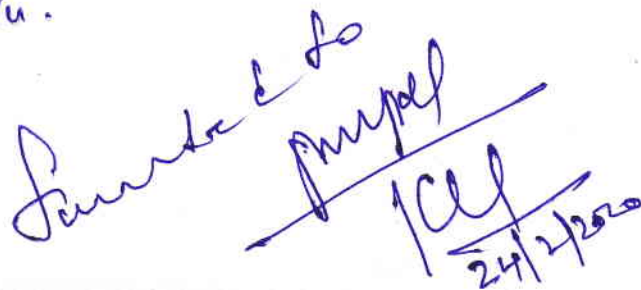
yours faithfully.



Godwin, 38, ECE.

Date :- 24 - 2 - 20

place :- Akhikavu.


Principal
24/2/20


Inspected
Maintenance.

From

Anu Dev

Sg EEE

To

The Principal
RCE T

Sub: - In sufficient number of fans in our
classroom No: 305

Sir,

I am writing this letter to inform
you that in our classroom no: 305, there
is a shortage of one fan and due to this
we are not getting proper air circulation.

Hence we request you to take
necessary steps for fixing one fan in
room no: 305.

Yours faithfully

Called
Maintenance
& informed
Me
Date 16/1/20

Place Akkikam

Forwarded to Principal

Forwarded to Mee:
16/1/2020

Anu

Anu Dev.

Sg EEE

[Signature]

16/1/20

ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY (RCET)
AKKIKAVU, THRISSUR -680604

RCET/AD/Order-3

Date: 20/3/2019

ORDER

A complaint is received from Mr. Jishnu Dinesh Nair, S6 ME regarding harassment from fellow student in the evening on 16/3/2019.

A committee is constituted to enquire in to the incident with the following members.

- | | | |
|--------------------------------|---|----------|
| 1. Mr. Mohammed Shareef, AP/CE | - | Convener |
| 2. Mr. Narayanan P P, AP/ECE | - | Member |
| 3. Mr. Ibish T Sunny, AP/ME | - | Member |

The committee may submit the report preferably within a week.


20/3/19
PRINCIPAL

Copy to: ceo@royalcet.ac.in, royalstaff@royalcet.ac.in,
Cc: students@royalcet.ac.in

ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY (RCET)
AKKIKAVU, THRISSUR -680604

RCET/AD/Order-6

Date: 30/3/2019

OFFICE ORDER

A committee was constituted to enquire into the complaint filed by Mr. Jishnu Dinesh Nair, S6 ME regarding harassment by fellow students on 16/3/19 after the completion of Dhanak 2019 the college Arts Festival.

The enquiry committee submitted the report on 29/3/19. As per the report the committee after careful consideration of the CCTV footage and enquiry with concerned staff and students came to a conclusion that no such physical harassment occurred and the heated argument was a result of misunderstanding between the students due to an incident happened earlier during the college Technical festival.

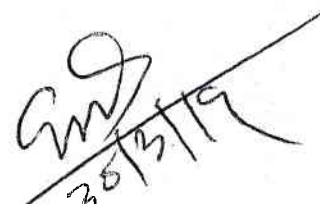
However the group of S7 students should not have involved in such argument with a fellow student without proper reason. This shows the level of immaturity exhibited by the group of the students listed below.

The incidents and report was discussed in the Academic Council Meeting held on 30/3/2019.

The committee felt that the incidents was not that serious and hence does not demand disciplinary action except strong warning.

Accordingly the following students are warned to not repeat such incidents in future and strict disciplinary actions will be initiated if found involved in the in-disciplinary incidents.

- | | | |
|----------------------|---|--------|
| 1. Muhammed Safeer N | - | S8 EEE |
| 2. Sadik O P | - | S8 EEE |
| 3. Jerin K Mathew | - | S8 CSE |
| 4. Vishnu K | - | S8 EEE |


30/3/19
PRINCIPAL

Copy to: ceo@royalcet.ac.in, royalstaff@royalcet.ac.in, Cc: students@royalcet.ac.in

Enquiry Report

Sub: Based on complaint received from Mr. Jishnu Dinesh Nair, S6 ME regarding harassment from fellow students in the evening on 16/3/2019.

Ref: RCET/AD/Order-3 dated: 20/3/2019

Brief history of the events:

The incident occurred on 16/3/2019, after all the programs of DHANAK 2K19 were over, (time: between 6:30pm and 7:15pm). Mr. Jishnu Dinesh Nair (Student S6 ME A) and Rashid (Student S6 ME A) had a dispute with Mr. Safeer (Student S8 EEE) & Mr. Sadik O.T. (Student S8 EEE), while clearing NSS food stall, near the car porch at the entrance of the main building. The Dispute was regarding the distribution of remaining food products. On seeing this incident Mr. Krishnakumar R. (HOD, Dept of ECE) interfered and dispersed the students, after making sure that students won't discuss on the matter later.

Later on, the same students reassembled at courtyard and started quarrel at an escalating nature. Mr. Sadik O.T. took Mr. Jishnu Dinesh Nair outside the main building with an intension to meet Mr. Krishnakumar R. While they reached outside the building a large group students accompanied them. Seeing this three staff members Mr. Suhas P.S. (AP, ECE), Mr. Narayanan P.P. (AP,ECE) and Mr. Maneesh (AP, ME) ran towards the scene and dispersed the students.

Complaint Received from Mr. Jishnu Dinesh Nair:

Mr. Jishnu complained that he was manhandled by the S8 Students by hitting him on the head and with a rod on the stomach.

Findings:

The enquiry committee called Mr. Sadik O T(S8EEE), Mr. Safeer (S8 EEE), Mr. Vishnu (S8 EEE), Mr. Jerin (S8 CSE), Mr Jishnu Dinesh (S6 ME), Mr. Rashid(S6 ME), Mr Suhas (AP/ ECE) and Mr. Manesh (AP/ME). All of them gave a detailed explanation about the incident. We were gone through the CCTV footages of the corridor and reception areas. Based on the above the findings as follows.

1. The issues were started by Mr. Safeer (S8 EEE), he argued with Mr. Jishnu Dinesh (S6 ME) regarding balance food products. Later Mr. Sadik (S8 EEE,) & Mr. Jerry (S8 CSE) also joined to the arguments. Arguments were raised from both sides.
2. The issue happened area that Jishnu Claimed, was under complete CCTV coverage. His complaint regarding manhandling and physical harassment could not be found from any of those CCTV footages.

3. It is found that the students from both sides were included in previous issues related with technical fest, this would have lead to this argument.
4. It is also clear that Mr. Sadik O.P. has taken Mr. Jishnu outside the building with his (Mr. Jishnu) prior permission.

Enquiry Committee Memebrs:

1. Mr. Muhammed Shareef K.

2. Mr. Ibish T Sunny

3. Mr. Narayanan P.P.


29/03/19




29-03-19


29/03/19

20/05/2020
Jishu Dinesh Nay
SGME
~~Subinith Nay~~

പൈപ്പ് രൊണ്ട് കുത്തിയത് - വിഷ്ണു. E (S₈ EEE)

Jishnu Dinesh Nair
S₆ ME-A

~~Jishnu Dinesh Nair~~
18/03/19