

Assessment Period 2017-2022

Criteria 5: Student Support

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

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

INDEX

S/N	CONTENTS
I	Minutes of the meetings of Anti ragging committee, Grievance redressal committee, Sexual harassment committee

CAMPUS

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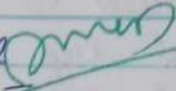
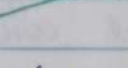
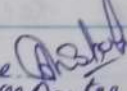
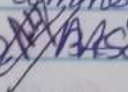




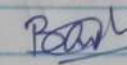
Minutes of the Anti Ragging Committee during
2021-2022.

Venue: Principal's office
Date: 19-11-2021 ; Time: 11:30am

Agenda

1. Instructions to second and third year students.
2. Creating awareness among first year students.
3. Duty allocation for staff.
4. Circulation of UGC anti ragging notice in all classes.

Members present.

1. Dr. K K John, Principal 
2. Ravi Tom, Convener. 
3. Anish B. Bhaskaran, HOD, Commerce 
4. Anbily Merlin Kuruvilla, HOD, ~~IT~~ ^{Computer Applications} ~~Artificial Intelligence ~~
5. Anu Zacharia, IQAC. 
6. Manu Mohan, Academic ^{Warden} Co-ordinator, BA Comp. Eco. 
7. Aby Alex Williams. 
8. Shyju Scaria. 
9. Bajju K Samuel, Office ^{Manager} Secretary. 

The meeting started with a silent prayer.

Principal urged the committee members to come out with possible efforts to prevent any sort of ragging in the campus and its premises.

1. The meeting decided to create awareness for ragging punishments as per government rule in all second and third year classes.
2. The committee members are required to give

attendance to first year students while reporting any ragging cases.

3. It was also decided to prepare a duty list for a period of 2 weeks. i.e. 22nd Nov - 26th Nov and 29th Nov - 3rd Dec 2021. Teachers are required to be present in the Chauraha block, temporary and main gate. Two shifts are arranged henceforth. i.e. 12.30-1.00pm and 3.25-3.50pm (Shift 1); 1.00-1.30pm and 3.50-4.15pm (Shift 2).

4. The Principal emphasized the to be more vigilant in the campus, college bus and hostel.

5. It was decided to circulate 'anti ragging' notice issued by University Grants Commission in all second and third year classes.

The committee also noted that there was no instance of students complaints relating to harassment and ragging.

The meeting ended at 12.15pm.

Dr. J.
Rani Tom
Convener
23/11/21

Om

Minutes of Anti-ragging committee as on
19/07/2020 (2020-21)

Venue : principal's office

Date : 19/7/2020

Time : 11am

Agenda

Discuss the measures taken to prevent ragging.

Members Present

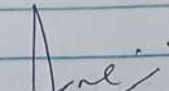
1. Dr. KK John, principal *John*
2. Tania Thomas, convenor *Tania*
3. Anish B Bhaskaran, HOD, commerce *Anish*
4. Ambily merlin kuruvilla, HOD, Computer applications *Ambily*
5. Anu Zachariah, ICAC *Anu*
6. Reshmi Susana Jacob, Academic coordinator, BA. *Reshmi*
7. Binu K Samuel *Binu*

Minutes

- The committee decided that the departments should orient the students about the evil effect of ragging.
- The committee put forward that faculty members should be allotted to

monitor the students to avoid disputes or ragging when they come for exams.

- The committee suggested that HoD's and class teachers should create an awareness among the first year students to avoid ragging situations during induction programme.

prepared by 

Ms. Tania Thomas
Anti-Ragging Committee Convenor

Minutes of the Anti Ragging Committee for 2019-20

A meeting of the anti ragging Committee was held in the office of the Principal on 18/6/2019 at 2:45 pm.

Agenda.

1. Instruction Program for the 1st year students
2. Instructions to the second year and 3rd year students
3. Instructions to the first year students.

Members Present.

1. Prof M.C. Joseph, Principal 
2. Dr. K.K. Jolas, Convener 
3. Arish B Bhaskaran
4. Tania Thomas 
5. Ambily Muslim Kurumulla 
6. Rahul R. 
7. David Joseph 
8. Anu Zachariah 
9. Binji K. Samuel 

The meeting started with a silent prayer. Principal informed the meeting that induction programs for first year students and parents would be conducted on 24th June and classes would begin on 28/06/2020.

1. The meeting decided to conduct the orientation program for first years in the mini Auditorium of the engineering college. The class teachers would be the coordinators of the orientation program.
2. It was decided that the HODs and class teachers would direct the second year and third year students not to harass the first year students and also should not collect any type of funds. The parents are to be informed that other than college fees there is no contribution from student for any celebration like ... of it ... and

3. It was also decided that class teachers have instruct the first year students to behave decently the college campus. Class teachers should inform parents about class bunking, absence, lack of attendance also.

The committee also reviewed that there was no instance of student complaints relating to harassment and ragging.

The meeting came to an end at 3.50 pm.

Dr. K. K. Sharma
Convener

Dr. K. K. Sharma
Secretary

Minutes of the Anti Ragging Committee

Venue: Principal's office








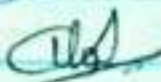
Date & Time: 20/07/2018, 2.50 pm.

In

Agenda:

- 1) Induction Program for the first year students
- 2) Instructions to the second year and third year degree students.
- 3) Instructions to the first year students.

Members Present:

1. Prof. M.C. Joseph. 
2. Anish B. Bhaskaran 
3. Anu Zacharia 
4. Sanal Jacob 
5. Pallavi Abraham 
6. Reshmi Susan Jacob 
7. Rahul R 
8. David Joseph. 

Decisions:

The meeting started in the office of the Principal at 2.45 pm. Principal informed that induction program for the first year students will be conducted on 23rd July 2018 and the classes would begin on 24th July 2018. He thanked the anti ragging committee of the previous year as no instance of anti ragging was reported. He appealed to the members to be vigilant about any misbehaviour from the second and third year students.

- The meeting decided to instruct the second year and third year students not to enter the classes of the first year classes and that they should not ~~enter~~ resort to any type of fund collection for any purpose in the campus.
- It was also decided to instruct the first year students through the HoD's and class teachers that they should respect the teachers and senior students in the campus. They can point out any type of harassment in the campus to the Principal or the convener of the Anti-ragging Committee.
- The meeting ended at 4 p.m.

Ashah

Arush B. Bhatnagar
Convener

Principals
Principal

Minutes of the Anti Ragging Committee during 2017-18
Venue: Principal's Office
Date: 22/06/2017.

Agenda

1. Induction Program for the first year students.
2. Instructions to the second year and third year students.
3. Instructions to the I year students.

Members Present:

1. Prgy M.C. Joseph (Principal) Joseph
2. Dr K.K. John (Convener) John
3. Anish B. Bhasaran. Anish
4. Tania Thomas Tania
5. Anubidy Mathim Kuruvilla Anubidy
6. Vidya R. Nari Vidya
7. Samal Jose. Jacob Samal
8. Joshyja Jose. Joshyja

The meeting was held in the office of the

1. Principal on 22nd June 2017. Principal informed the meeting that induction program for the first year students will be conducted on 28th June 2017 and classes for the first year will begin on 29th June 2017. He also informed the meeting that the orientation program for the first year students will be conducted at Amiyakha Centre, Vazhoor.
2. He requested the service of all the members of the Committee to be vigilant about the possible student unrest when the first year students join the college.
3. It was decided to instruct the first year students to be polite in their behaviour to the senior students and teachers and greet the teachers when they enter the classes. They can use decent casual dress till uniform dress is stitched. They can point out any of their grievances to the Committee.

4. It was decided to inform the second year and third year students not to ill treat the junior students and should not harass the first year students.

The meeting ended at 4.10 pm.

Owner
Dr. K.K. John
(Convener)

Principal
Principal

Minutes of Grievance Redressal Committee as on 01/12/2021



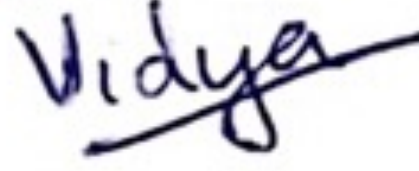

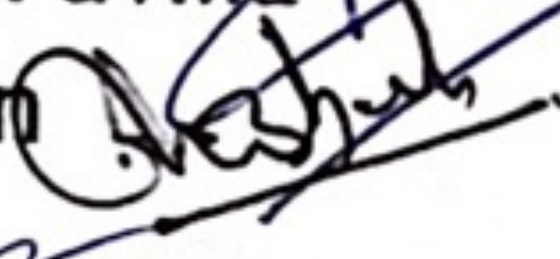


Agenda

- Request to conduct Christmas celebration programmes via online.

Minutes

- The G.R.C addressed the need to conduct Christmas celebration programmes via online.

Members present:

1. Rani Tom(Convener) 
2. Dr K K John 
3. Vidya R Nair 
4. Ambily Merlin Kuruvilla 
5. Anish B Bhaskaran 
6. Manu Mohan 
7. Anu Zacharia 



Ms. Rani Tom

Convener-Grievance Redressal Committee



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Minutes of Grievance Redressal Committee as on 26/10/2021







Agenda

- Request to reduce class hours via online mode during Covid times

Minutes

The G.R.C addressed the need to reduce class hours taken via online as the students find it difficult to stare onto the phone continuously for a longer period of time.

Members present:

1. Rani Tom (Convener) 
2. Dr K K John 
3. Vidya R Nair 
4. Ambily Merlin Kuruvilla 
5. Anish B Bhaskaran 
6. Manu Mohan 
7. Anu Zacharia 


Ms. Rani Tom

Convener-Grievance Redressal Committee



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Minutes of The Grievance Redressal Committee 2021-2022

Date : 22 November 2021

Venue : Principal's office

Agenda

1. Requirement for setting up a Photostat machine
2. Refilling sanitizer bottles in restrooms

Matters discussed:

The committee decided to request the management for setting up a Photostat machine as the students find it difficult to reach SEC for the purpose. The committee also recommended the Office administration to do the needful at the earliest.

Members present :

1. Rani Tom(Convener) *Rani Tom*
2. Dr K K John *Dr K K John*
3. Vidya R Nair *Vidya R Nair*
4. Ambily Merlin Kuruville *Ambily Merlin Kuruville*
5. Anish B Bhaskaran *Anish B Bhaskaran*
6. Manu Mohan *Manu Mohan*
7. Anu Zacharia *Anu Zacharia*

Rani Tom
Asst Prof Rani Tom
Convener

Principal
Principal

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Minutes of Grievance Redressal Committee as on 18/11/2020

Agenda

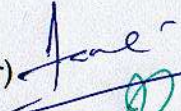






- To discuss the scope of Internal Compliance Cell (ICC).
- Approval of conducting gender audit.

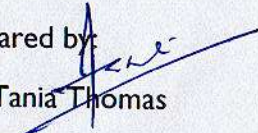
Minutes

The suggestions and recommendations are discussed below:

- The committee put forward certain suggestions to define the scope of ICC. The ICC deals with grievances about any of the following matters:
 1. Academic Matters: Related to the timely issue of Mark-sheets, assessment and evaluation, library facilities, extension and extra-curricular activities, issuance of certificates or other examination related matters.
 2. General administration: Related to dues and payments for various items from the library, hostels etc.
 3. Other Matters: Related to infrastructural facilities, amenities and maintenance; safety and security, misbehaviours, availability of transportation etc.
- The Principal gave the approval to conduct a gender audit among second and third year students. The committee framed the objectives of gender audit as
 1. To ensure gender equality initiatives are followed and implemented in the campus.
 2. To understand the student's feedback on gender equality initiatives in the college.
 3. To identify the gaps and challenges in the gender equality initiatives.
- Ms. Tania Thomas, convener explained the process of conducting audit. She explained that the audit will be undergo through survey method. A questionnaire will be framed based on the objectives finalized in the meeting. After getting the approval from Principal it should be circulated among the final year students.

Members present :

1. Tania Thomas(Convener) 
2. Dr K K John(Principal) 
3. Vidya R Nair 
4. Ambily Merlin Kuruvilla 
5. Anish B Bhaskaran 
6. Manu Mohan 
7. Anu Zacharia 

Prepared by 

Ms. Tania Thomas

Convener-Grievance Redressal Committee



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Minutes Of The Grievances Redressal Committee

2019-2020

The Grievances Redressal committee met on 12-07-2019 at Principal's room:


AGENDA


1. Requirement for more club activities
2. Additional books in the library


The G.R.C. discussed the matter and decided to request the management for setting up a disabled friendly toilet in the campus and also decided to request for purchasing additional books in the college library.

Members Present

1. Dr. K.K. John (Convener) 


2. Asst. Prof. Anish B Bhaskaran 


3. Lr. Tania Thomas 

4. Asst. Prof. Ambily Merlin Kuruvilla 

5. Lr. Rahul R 

6. Lr. David Joseph 

7. Asst. Prof. Anu Zachariah 

8. Mr. Baiju K Samuel 



Prof. M C Joseph

Principal



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SAINTGITS COLLEGE OF APPLIED SCIENCES
MINUTES OF GRIEVANCES REDRESSAL COMMITTEE

2018-2019

The grievances redressal committee met on 26-07-2018 at Principal's room:

AGENDA

1. Requirement for Snack bar in the college campus
2. Additional books in the library

The G.R.C. discussed the matter and decided to request the management for setting up a Snack bar in the campus and also decided to request for purchasing additional books in the college library.

Members Present

Asst.Prof.Anish B Bhaskaran(Convenor)

Lr.Sanal Jacob

Lr.Pallavi Abraham

Lr.Reshmi susan Jacob

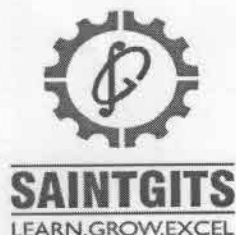
Lr.Rahul R

Lr.David Joseph

Asst.Prof.Anu Zacharia

Prof.M C Joseph
Principal





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MINUTES OF GRIEVANCES REDRESSAL COMMITTEE

2018-2019

The grievances redressal committee met on 17-01-2019 at Principal's room:

AGENDA


1. More time for Club activities
2. More ICT methods in taking the classes


The G.R.C. discussed the matter and decided to request the management for allocating one hour every week for club activities and also decided to request teachers to use more ICT methods in taking classes.

Members Present


Asst.Prof.Anish B Bhaskaran(Convenor) 

Lr.Sanal Jacob 

Lr.Pallavi Abraham 

Lr.Reshmi susan Jacob 

Lr.Rahul R 

Lr.David Joseph 

Asst.Prof.Anu Zacharia 

Prof.M C Joseph 

Principal





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MINUTES OF GRIEVANCES REDRESSAL COMMITTEE

2017-2018


The grievances redressal committee met on 11-01-2018 at Principal's room:

AGENDA

1. Laptop permission in the campus
2. Bus facility to boy's hostel to college during lunch break


The G.R.C. discussed the matter and decided to request the management availing bus facility to boy's hostel to college during the lunch break. The GRC also decided to request the principal to permit the use of laptops in the campus only when required.


Members Present

Dr.KK John(Convenor) 

Asst.Prof.Anish B Bhaskaran 

Lr.Tania Thomas 

Asst.Prof.Ambily Merlin Kuruvilla 

Lr.Joshija Jose 

Prof.M C Joseph 

Principal





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MINUTES OF GRIEVANCES REDRESSAL COMMITTEE

2017-2018

The grievances redressal committee met on 20-07-2017 at Principal's room:

AGENDA

1. Requirement for General Store in the campus
2. Fitting curtains in the class rooms

The G.R.C. discussed the matter and decided to request the management for setting up a general store in the campus and also decided to request for the curtains in the class rooms.

Members Present

Dr.KK John(Convenor)

Asst.Prof.Anish B Bhaskaran

Lr.Tania Thomas

Asst.Prof.Ambily Merlin Kuruvilla

Lr.Joshija Jose

Prof.M C Joseph

Principal



Minutes of Internal Compliance Committee meeting on 25/2/2022



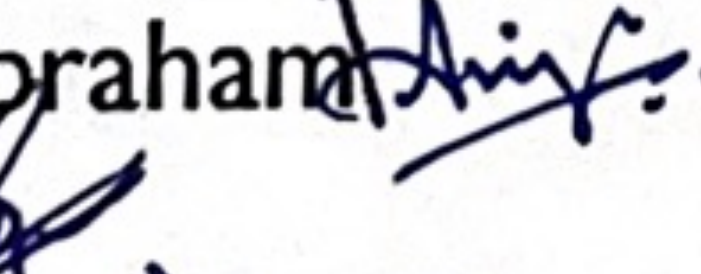



Venue: Principal's office
Time : 3.00 PM

The meeting started with a silent prayer.

- 1) A session on Gender Sensitization was conducted on 17th December 2021. The session will be handled by Ms. Sheba Rivy Simon and a few first year students. They explained the Laws and Articles for gender equality and women empowerment.
- 2) It was decided to organize more programmes to create awareness among staff and students with regard to equality in law and social system.
- 3) The committee members reported that no unpleasant events were reported during the academic year 2021-22.

The meeting ended by 3.30 PM.

Members Present

1. Dr. K K John 
2. Seethu John 
3. Anju Ann Abraham 
4. Saparna P 
5. Jinta Thomas 
6. Jency Merin Joy 



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Minutes of Internal Compliance Committee meeting on 27/9/2021


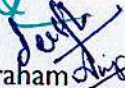






Venue: Principal's office
Time : 2.30 PM

The meeting started with a silent prayer.

- 1) It was decided to organize an orientation programme for all staff of SCAS to promote gender equity among the employees. The session will be handled by Ms. Sheba Rivy Simon LL.B., LL.M. , Assistant Professor, Department of Commerce on POSH Act and gender sensitization.
- 2) A session can also be arranged for the students to make them aware that there is a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
- 3) Principal suggested that all grievances related to gender discrimination can also be reported in class committee meeting.

The meeting ended by 3.00 PM.

Members Present

1. Dr. K K John 
2. Seethu John 
3. Anju Ann Abraham 
4. Saparna P 
5. Shijin Scaria 
6. Jinta Thomas 
7. Jency Merin Joy 
8. Chitra Prasanth 

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Minutes of Internal Compliance cell Meeting held on 8 /1/2021

Venue: Principal office

Time: 2:30 PM

The meeting started with a silent prayer.

Action taken report


Poster for awareness was circulated among employees

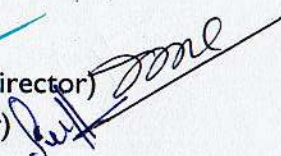
1 .Grievances. – it was noted that no complaints of sexual harassment have been received from the employees and there is harmony among all the employees in the institution

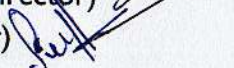
2.It was suggested to extend the awareness activity among students also and they are going to enter a professional world after graduation

The meeting ended by 3.00 PM


Members Present:


8. K K John(Principal) 

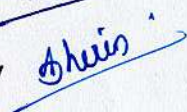
9. M C Joseph(Associate Director) 

10. Seethu John (coordinator) 

11. Vidhya R Nair 

12. Preetha Thomas 

13. Athira S Kumar 

14. Sherin Mary Andrew 



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Minutes of Internal Compliance Cell Meeting held on 10/7/2020

Venue: Principal office




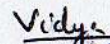
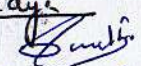

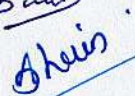
Time: 2:00 PM

The meeting started with a silent prayer.

1. Seethu John (Internal compliance cell coordinator) welcomed all the members to the meeting and explained the objective of the internal compliance cell is to prevent discrimination and sexual harassment, by promoting gender amity among employees and also to suggest appropriate recommendations to enhance harmony among employees.
2. It was suggested in the meeting for giving awareness through Poster

The meeting ended by 2.30 PM

Members Present:

1. K K John(Principal) 
2. M C Joseph(Associate Director) 
3. Seethu John (coordinator) 
4. Vidhya R Nair 
5. Preetha Thomas 
6. Athira S Kumar 
7. Sherin Mary Andrew 



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6/8/2019

Minutes of the meeting of Sexual Harassment Committee during the academic year 2019-2020

Agenda

- 1) Conducting sexual awareness Classes
- 2) Collecting opinion from students for conducting sexual awareness activities

Members present

Prof: M.C Joseph-Principal *M.C Joseph*

Asst.Prof: Ambily Merlin Kuruville *Ambily*

Asst.Prof: Anish B Bhaskaran *Anish*

Asst.Prof: Seethu John *Seethu*

Asst.Prof: Anu Zacharia *Anu*

Asst.Prof: Anju Ann Abraham *Anju*

Asst Prof: Vidya R Nair (coordinator) *Vidya*

Asst.Prof. Achira S Kumar *Achira*

Asst.Prof. Tania Thomas *Tania*

Decisions

The meeting started with silent prayer. The Committee noted that no complaint of sexual harassment has been received from any student. Meeting ended with vote of thanks.

Principal

Prof. M.C Joseph *M.C Joseph*



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4/8/2018


Minutes of the meeting of Sexual Harassment Committee during the academic year 2018-2019


Agenda


- 1) Conducting sexual awareness classes

Members present


Prof. M.C Joseph-Principal 


Asst.Prof. Ambily Merlin Kuruvilla- Academic Co-ordinator 

Asst.Prof: Anish B Bhaskaran 


Asst.Prof.Seethu John 

Asst.Prof: AnuZacharia 

Asst.Prof.Anju Ann Abraham 

Asst Prof:Vidya R Nair(coordinator) 

Lr.Athira S Kumar 

Lr,Tania Thomas-Academic Coordinator 

Decisions

The meeting started with silent prayer. The Committee noted that no complaint of sexual harassment has been received from any student. Meeting ended with vote of thanks.

Principal

Prof.M.C Joseph 

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11/7/2017


Minutes of the meeting of Sexual Harassment Committee during the academic year 2017-2018

Agenda

- 1) Conducting sexual awareness classes

Members present

Prof. M.C Joseph-Principal 

Asst.Prof: Ambily Merlin Kuruvilla- Academic Co-ordinator 

Asst.Prof: Anish B Bhaskaran 


Asst.Prof: Seethu John 

Asst.Prof: Anu Zacharia 

Asst.Prof: Anju Ann Abraham 

Lr. Vidya R Nair (coordinator) 

Lr. Athira S Kumar 

Lr. Tania Thomas-Academic Coordinator 

Decisions

The meeting started with silent prayer. The Committee noted that no complaint of sexual harassment has been received from any student. Meeting ended with vote of thanks.

Principal 

Prof. M.C Joseph

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