

St. Christopher's College of Education, Chennai – 7.

5.1.3 Grievance Redressal Cell

The Grievance Redressal Cell is constituted to formally look into the grievances and suggestions of students. The Cell has representatives from both **staff and students**.

A **Suggestions Box** has been put up on the ground floor and students can write and drop in their grievances and suggestions. However, **oral grievances** and suggestions are also accepted and looked into. The notice board near the Assembly Hall has the committee members list, contact numbers and email Id's of members.

Objectives

- To address the grievances of the students.
- To maintain accountability and encourage responsibility.
- To take note of and consider the suggestions made.
- To ensure that the student teachers have a positive experience in college as possible.
- To encourage student teachers to become active members of the college and society, not just passive onlookers.
- To train student teachers in grievance redressal mechanism.

Standard Operating Procedure:

- Certain guidelines have been drawn up governing the working of the Cell to ensure that the grievance redressal mechanism is not misused.
- Grievances and suggestions are **represented in writing** through the suggestions box/ via
- **e-mail** grievancedressalcommittee@scced.edu.in
- Students can inform orally by contacting any of the Cell members or the Principal either directly or indirectly, through the Advisors.
- It is optional to write the name but students are made aware that the matter will be kept confidential even if they do write their names.
- The Advisory meets are scheduled at **regular intervals** to consider these grievances and suggestions.

Grievances are redressed in the best possible way within the shortest period of time possible, within the framework of the institution's rules and regulations.

- If the matter cannot be redressed according to the expectations, an explanation is given for the same.
- The Cell ensures closing of grievance and **preparation of report**.

S. No.	Name of the Staff	Designation	Department	Contact No.	E-mail id
1.	Mrs. N. Nalini (Convenor)	Assistant Professor	Commerce & Accountancy	9941009802	nalini@scced.edu.in
2.	Mrs. Libin Saral (Member)	Assistant Professor	Physical Science	9551555025	libin@scced.edu.in
3.	Mrs. Enid Ruth (Member)	Assistant Professor	Education	98417702279	enidruth@scced.edu.in

Internal Complaints Committee Guidelines

As per the guidelines of the UGC and Supreme Court on Anti-Harassment, St. Christopher's College for Women has a functional Cell with a Staff Convenor and a Staff member along with the Vice Principal and few student representatives. The Cell aims at providing a safe studying environment for the students by organising awareness programmes on sexual harassment, provide necessary facilities to overcome the harassment and assist the students on lodging a complaint and resolving issues within seven days.

Objectives

- To prevent all forms of sexual harassment
- To create awareness of The Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act, 2013.
- To encourage the early reporting of any allegations of sexual harassment.
- To ensure that the complaints will be dealt within in a confidential manner.

S. No.	Name of the Staff	Designation	Department	Contact No.	E-mail Id
1	Mrs. Georjeena. S (Convenor)	Assistant Professor	Biological Science	9487744772	georjeena@scced.edu.in
2	Mrs. Parimala Paul (Member)	Assistant Professor	Mathematics	9444212539	parimala@scced.edu.in

Anti-Ragging Committee

Ragging is a punishable offense. Students found guilty of ragging and or abetting ragging, within or outside the College premises will be punished in accordance with punishment suggested by the UGC regulation on curbing the menace of Ragging in higher education Colleges 2009 (under sec 26(1)(g) of the UGC Act 1956) in line with Supreme Court directives.

The main objectives of this committee are as follows:

1. To make the students aware of dehumanizing effect of ragging inherent in its perversity.
2. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
3. To promptly and stringently deal with the incidents of ragging brought to notice.
4. To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

Anti-Ragging Committee members of the College.

Please contact any of the members when the need arises, to initiate action:

S.No.	Name & Member Designation	Contact No.
1	Dr.P.Nithila Devakarunyam (Principal)	04426618577
2	Mrs. Parimala Paul (Vice Principal)	9941430750
3	Dr.Mano Stella Charling (Convenor) (Asst. Professor of Education)	9003291749
4	Mrs. Reeva Jebalina (Assistant Professor of Tamil)	9894592571