



5.1 Student Support

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

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VISWAJYOTHI
COLLEGE OF ENGINEERING & TECHNOLOGY
Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
Tel: 0485 2262211 / 44
Email: vjcet@vjcet.org
www.vjcet.org



VJCET Student Grievance and Redressal Policy

College Website URL for Student Grievance and Redressal Policy

<https://vjcet.org/downloads/grievance/Policy.pdf>



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Institution wide awareness through college Academic Schema

ACADEMIC SCHEMA 2019-20



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94963 35522

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Academic Schema 2019-20

Rules & Regulations

AICTE - NOTIFICATION ON ANTI RAGGING

Sub: Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.

F.No.37-3/Legal/AICTE/2009

What constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psycho logical harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.



Viswajyothi College of Engineering & Technology **Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. For every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for a period ranging from 1 to 4 semesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

DISCIPLINE

- 1) All the students should maintain 100% attendance as far as possible.
- 2) Leave or absence due to.



Academic Schema 2019-20

(I) Sickness (ii) Attending family functions. (iii) Unavoidable requirements should not exceed 25% of the attendance.

- 3) For sanction of medical leave, application should be submitted to the Principal along with medical certificate recommended by the Group Tutor within 5 working days. Only such medical leave will be considered for condonation of shortage of attendance.
- 4) Prior sanction should be obtained from the Principal by those students who are eligible for duty leave. After the duty such students should apply for duty leave within 5 working days to the Principal.
- 5) Any student indulging in ragging (any kind of physical or mental harassment) will be expelled from the college and could be sent to prison for 2 years. (as per the Kerala Prohibition of ragging ordinance 1997).
- 6) Misbehaviour towards opposite sex, use of threat or violence against the members of staff or fellow students will be considered as a very serious case of misconduct.
- 7) Smoking, use of drugs and liquor are strictly prohibited.
- 8) Students are required to maintain not only good academic progress but also high discipline in the campus.
- 9) Political activity is banned in the college campus. The members of the college community are not allowed to act on behalf of political parties or communal organizations.
- 10) Students shall not stick or distribute any posters, notices etc. which will adversely affect the discipline and smooth functioning of the college.
- 11) Students are not allowed to bring Mobilephones to the College.
- 12) Students who have committed acts of indiscipline and obtained punishment will not be considered for the Placement. They are also not eligible for "Good" conduct certificate.
- 13) Students should not loiter inside the campus after the commencement of class.

All students should wear uniform on all regular working days except Wednesdays and Saturdays. Students are not allowed to alter the uniform without prior permission from Principal. Student should wear identity card, belt and decent footwear. Use of slippers and flip flops as footwear is not allowed.

All the boy students are strictly advised to come to the campus in tucked-in style for shirt, while wearing pants and shirts. Low waist pants / Jeans, T-Shirts should be avoided in the campus.



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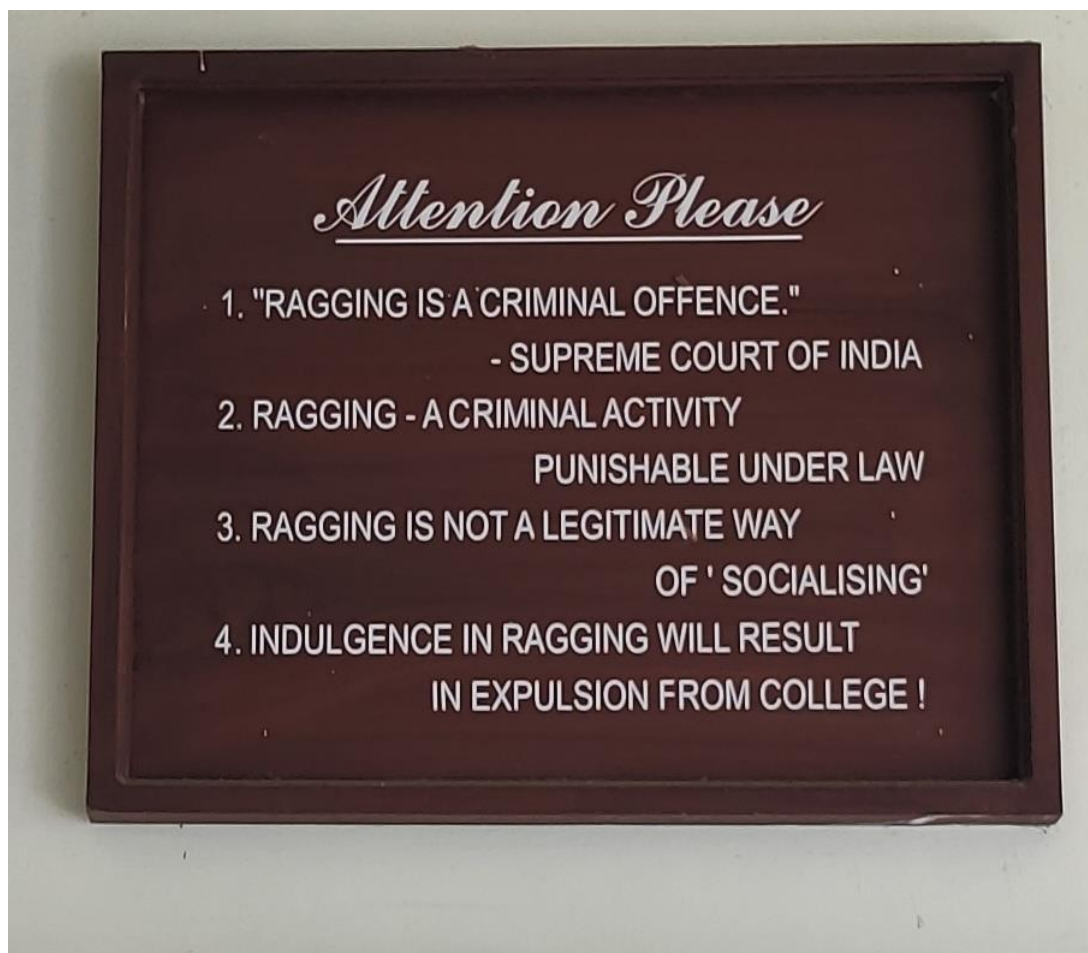


Institution wide awareness through College Website

VJCET Website URL: <https://vjcet.org/#!/greve>



Institution wide awareness through college Display Boards





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Awareness Talks





Student Grievances through Online Mode

 **mail**
VJCET

Grievance Cell VJCET <grievance@vjcet.org>

record book
5 messages

albin sebastian <albinsebastian59@gmail.com>
To: grievance@vjcet.org Thu, Mar 16, 2017 at 5:04 PM

The thickness(number of pages) of the rough record book is reduced to half remaining the price same.
kindly please reduce the price or increase the number of pages

Grievance Cell VJCET <grievance@vjcet.org>
To: albin sebastian <albinsebastian59@gmail.com> Tue, Mar 21, 2017 at 5:12 PM

Albin,

The issue of reducing the number of pages keeping the price same, has been already brought to the attention of management. Necessary action will be taken at the earliest.

Thanking You,

Vice Principal

Regards,
Vice Principal,
Viswajyothi College of Engineering & Technology Vazhakulam,
Muvattupuzha,
Kerala,
0485 2262211.
[Quoted text hidden]

Grievance Cell VJCET <grievance@vjcet.org>
To: albin sebastian <albinsebastian59@gmail.com> Mon, Apr 3, 2017 at 12:17 PM

Albin,

Hope u remember that the no. of pages in the rough record is verified in your presence. The page no. was 32 before. It is found that the newly printed book also has 32 pages, with same price. Hope there is no further complaint.

Thanking You,

Vice Principal

Regards,
Vice Principal,
Viswajyothi College of Engineering & Technology Vazhakulam,
Muvattupuzha,
Kerala,
0485 2262211.
[Quoted text hidden]

Grievance Cell VJCET <grievance@vjcet.org>
To: annpreetha@gmail.com Wed, Mar 18, 2020 at 11:36 AM

Regards,
Vice Principal,
Viswajyothi College of Engineering & Technology Vazhakulam,
Muvattupuzha,
Kerala,
0485 2262211.

<https://mail.google.com/mail/u/3?ik=c56d47cf7f&view=pt&search=all&permthid=thread-f%3A1562025985087530392&simpl=msg-f%3A15620259...> 1/2

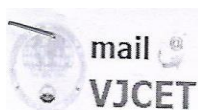


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Grievance Cell VJCET <grievance@vjcet.org>

ccc complaint

5 messages

albin sebastian <albinsebastian59@gmail.com>
To: grievance@vjcet.org

Thu, Mar 16, 2017 at 4:58 PM

ccc is not working properly
some systems are still not working
net is not available in most of the systems

Grievance Cell VJCET <grievance@vjcet.org>
To: albin sebastian <albinsebastian59@gmail.com>

Tue, Mar 21, 2017 at 5:06 PM

Albin,

I shall check with the system administrator regarding the service of computers in CCC, and revert back.

Thanking You,

Vice Principal

Regards,
Vice Principal,
Viswajyothi College of Engineering & Technology Vazhakulam,
Muvattupuzha,
Kerala,
0485 2262211.

[Quoted text hidden]

Grievance Cell VJCET <grievance@vjcet.org>
To: albin sebastian <albinsebastian59@gmail.com>

Mon, Apr 3, 2017 at 12:08 PM

Albin,

All the computers in the CCC are checked and necessary services has been done. If any further problem remains on same matter, please inform me, quoting the ID no of the particular computer which shows complaint.

Thanking You,

Vice Principal

Regards,
Vice Principal,
Viswajyothi College of Engineering & Technology Vazhakulam,
Muvattupuzha,
Kerala,
0485 2262211.

[Quoted text hidden]

Grievance Cell VJCET <grievance@vjcet.org>
To: annpreetha@gmail.com

Wed, Mar 18, 2020 at 11:36 AM

Regards,
Vice Principal,
Viswajyothi College of Engineering & Technology Vazhakulam,
Muvattupuzha,

<https://mail.google.com/mail/u/3?ik=c56d47cf7f&view=pt&search=all&permthid=thread-f%3A1562025613538920783&simpl=msg-f%3A1562025613538920783> 1/2



Student Grievances through Offline Mode

To
The Principal,
VJCET.

Date: 24/09/2018

From
Akshay Chacko,
SS CSE-A,
VJCET.

Respected Sir,

This is a request for your permission to use the college gym in the morning (5 am - 7 am) for the following students:-

- | | |
|---|---|
| 1) Abel Thomas Jaison (SS CSE-A) - <i>[Signature]</i> | 11) Dinil Thomas (SS IT) - <i>[Signature]</i> |
| 2) Alen Martin (SS EEE-A) - <i>[Signature]</i> | 12) Sonal. I (SS CSE-B) - <i>[Signature]</i> |
| 3) Arun J Nair (SS EEE-A) - <i>[Signature]</i> | 13) Rishi Kumar Babu (SS NE) - <i>[Signature]</i> |
| 4) Akshay Kumar (SS CSE-B) - <i>[Signature]</i> | 14) Alan Thomas (SS CSE-A) - <i>[Signature]</i> |
| 5) Akhil Abraham (SS CSE-A) - <i>[Signature]</i> | 15) Arun R Nair (SS ECEB) - <i>[Signature]</i> |
| 6) Akshay Shaji (SS NE-A) - <i>[Signature]</i> | 16) Ritzen Raphael (SS ECEB) - <i>[Signature]</i> |
| 7) Akash Ashokan (SS EEE-B) - <i>[Signature]</i> | |
| 8) Ajith N Benny (SS IT) - <i>[Signature]</i> | |
| 9) Alen Thomas (SS CE-B) - <i>[Signature]</i> | |
| 10) Leo Vincent (SS CSE-B) - <i>[Signature]</i> | |

Therefore please grant us this request.

Yours sincerely,

[Signature]

Permitted to avail college
gymnasium facility in the
morning from 5 AM to 6.30 AM.
[Signature]
25/9/18

(Sports Club Secretary)



From,

S5, S7 Hostellers

VJCE 1, LH

Vazhakulam

17/09/18

To,

The concerned authorities

VJCE 1

Vazhakulam

Subject : Request to allow mobile phones for 3rd and 4th year hostellers
beyond the limited time.

Respected Sir,

This is a humble request from 3rd and 4th year students. As we are in need of mobile phones for dealing with group projects, attending online courses, doing assignments and to access notes through e-mails, we humbly request the authority to provide us with our mobile phones beyond the limited time.



We hereby declare that the above mentioned details are true to the best of our knowledge and belief.

4th Years.

Anjana Madhukumar Anjana
 Shalima Nazar Shalima
 Priyanka Raju Priyanka
 Twinkle Alexander Twinkle
 Raveena Ragu Raveena
 Nikitha Johnson Nikitha Johnson
 Priyanka priyanka
 Priya Sanil Priya
 Madhumaya P.S. Madhu
 Anagha Jose Anagha
 Krishnapriya Krishna
 Ronamol Johny Ronamol
 Irene Mathew Irene
 Anjitha Sunny Anjitha
 Jubil Ann Tom Jubil
 Deepita C.P. Deepita
 Anna Biju Anna
 Anjana Thomas Anjana
 Akshaya Prashanth Akshaya
 Kavya Judy Kavya
 Deva Merlin Mathew Deva

Deepika C.P. Deepika
 Matha warben Matha
 Saraswathi Manam Saraswathi
 Mary Tesma P.J. Mary
 Mary Tesma P.J. Mary
 Cille Merin Mathew Cille
 Amala Maria John Amala
 Smitthy Mariya Thomas Smitthy
 Don Mariya Don
 Meera Chacko Meera
 Krishna Krupa K Krupa
 Rishu Shyru Rishu
 Unnimaya Unnimaya
 Shruuti Mathew Shruuti
 Anuska Anuska
 Riny. c. Mathew Riny
 Ceeba cleetus Ceeba
 Meera Chacko Meera
 Daniya Treessa George Daniya
 Jenet Maria James Jenet
 Merlin Daily Merlin
 Sharon Rijs Sharon
 Meghe Shenker Meghe
 Sautthy Francis Sautthy
 Haritha R. Joseph Haritha
 Sneha Elsa cherian Sneha
 Neha Anil Neha



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3rd Years.

Ramya Krishna R

Ramya

Anju Susan Kuriakose

Anju

Susan Aby

Susan

Fallima Sonu K.S

Fallima

Gadha Dhananjay

Gadha

Almitha James

Almitha

Athira Biju

Athira

ARDHRA RAGHAVAN

Aardha

Sneha Sunny

Sneha

Aleesha sara mathews

Aleesha

Liner Reji

Liner

Anusree cs

Anusree

Lakshmi priya

Lakshmi

Parvathi Suresh

Parvathi

Aiswarya Rajan M

Aiswarya

Lakshmi

Lakshmi

Anusree R

Anusree

Shwetha Shaji

Shwetha

Aneesha Stalin

Aneesha

Vani Vavachan

Vani

Vavachan

Vani



Chlova Xavice	Cflow
Mosimmary Basel	Hopmup
Sandea Rojas	Am
Rani J Mary Kunia	Djmkp
Irin Ann Isaac	ly
IPsua Rose Mariza	Isma
Uavie Gay	Gavue
Savanaya E	Savanay
Natbu Joy	Natbuys
Tomuy Jose	Tomuy
Anu Roy	Anu
Laniya Sogu	Laniya
SoraMaua	Sora
Alara Tony	Alara
Jaret M Shaju	Jaret
Geeshma Raj	Geeshma
Vismaya Lisa Philip	Vismaya
Divya Sunny	Divya
Krupa	Krupa
Liya	Liya
Aiswarya U Prabhu	Aiswarya
Sumayya P	Sumayya