



## 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  
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**Viswajyothi College of Engineering &  
Technology, Vazhakulam**



**Minutes of Student Grievances and  
Appeal Committee**



**Viswajyothi College of Engineering and Technology**  
Vazhakulam, Muvattupuzha.

Dt: 18-5-2020

Sub: Minutes of meeting of Student Grievances and Appeal Committee

A meeting of the Student Grievances and Appeal Committee was held on Friday, 15-5-2020, at 3.00 pm in the Google meet platform, for discussing the grievance from students:

To switch their online classes from Google Meet to a new online platform with better features.

The following members attended the meeting

Sl. No	Officials attended	Designation	Status
1.	Mrs. Shine George	HOD, Dept. of CE	Convener
2.	Mr. Amal Augustine	HOD, Dept. of CSE	Member
3.	Dr. B Aruna	HOD, Dept. of EE	Member
4.	Mrs. Smitha Cyriac	HOD, Dept. of ECE	Member
5.	Mrs. Anju Susan George	HOD, Dept. of IT	Member
6.	Mr. Vinoj K	HOD, Dept. of ME	Member
7.	Mrs. Ann Neetha Sabu	HOD, Dept. of S&H	Member
8.	Mr. Geo Baby	HOD, Dept. of MBA	Member





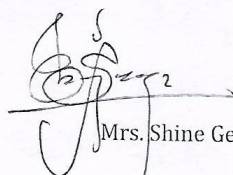
HOD, Dept. of CE, Mrs. Shine George chaired the meeting. She welcomed all the members and presented the matter before the meeting. Following were the main points discussed and decisions taken.

Item	Description
1.	Committee discussed about the shortcomings of the online classes through Google meet. In view of those, it was decided to recommend Microsoft Teams as the mode for the smooth conduct of online classes.
2.	Committee also decided to recommend for providing a familiarization session in the new platform for all faculty members.

Minutes prepared by:

  
Mrs. Smitha Cyriac

Minutes approved by:

  
Mrs. Shine George

To

1. Manager, VJCET
2. Director, VJCET
3. Principal, VJCET
4. Vice Principal, VJCET

Members of Student Grievances and Appeal Committee, VJCET



### Viswajyothi College of Engineering and Technology Vazhakulam, Muvattupuzha.

Dt: 4-4-2018

Sub: Minutes of meeting of Student Grievances and Appeal Committee

A meeting of the Student Grievances and Appeal Committee of VJCET was held on Monday, 2-4-2018, at 10.00 am in the Conference Hall, VJCET for discussing:

A representation put up by the College Union to set up more kiosks (snack booth) in the College.

The following members attended the meeting.

Sl. No	Officials attended	Designation	Status
1.	Mr. Somy P Mathew	Vice-Principal	Convener
2.	Dr. Vidyeshwari V	A.P, Dept. of MBA	Member
3.	Mrs. Shine George	HOD, Dept. of CE	Member
4.	Dr. K N Ramachandran Nair	HOD, Dept. of CSE	Member
5.	Prof. Paul Antony	HOD, Dept. of EEE	Member
6.	Prof. Jose P Varghese	HOD, Dept. of ECE	Member
7.	Mrs. Anju Susan George	HOD, Dept. of IT	Member
8.	Mr. Vinoj K	HOD, Dept. of ME	Member
9.	Mrs. Ann Neetha Sabu	HOD, Dept. of S&H	Member
10.	Mr. Geo Baby	HOD, Dept. of MBA	Member

Vice Principal, Mr. Somy P Mathew chaired the meeting. He welcomed all the members to the meeting. Following were the main points discussed and decisions taken.

1. Meeting discussed the representation from the College Union requesting setting up of more number of kiosks in the Campus.
2. The Convenor informed the Committee that students find it difficult to commute to the College Main Canteen for refreshments during the 10-minute break in between





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instruction hours. Moreover, the location of the existing Kiosk in the D- Block is inaccessible to students in other blocks during the time of this short break.

3. It was unanimously decided to recommend setting up of two more kiosks, one in B block and another in MBA Block, in addition to the existing facility.

Minutes prepared by:

Mrs. Shine George

Minutes approved by:

Mr. Somy P Mathew

To

1. Manager, VJCET
2. Director, VJCET
3. Principal, VJCET
4. Vice Principal, VJCET
5. Members of Student Grievances and Appeal Committee, VJCET



### Viswajyothi College of Engineering and Technology

Vazhakulam, Muvattupuzha.

Dt: 21-9-2018

Sub: Minutes of meeting of Student Grievances and Appeal Committee

A meeting of the Student Grievances and Appeal Committee was held on Wednesday, 19-9-2018, at 2.00 pm in the Conference Hall, VJCET for discussing the grievance submitted by the students of ladies hostel, on:

Restrictions to use mobile phones from 8am to 9pm.

The following members attended the meeting

Sl. No	Officials attended	Designation	Status
1.	Smt. Shine George	HOD, Dept. of CE	Convener
2.	Dr. K N Ramachandran Nair	HOD, Dept. of CSE	Member
3.	Dr. B. Aruna	HOD, Dept. of CE	Member
4.	Prof. Jose P Varghese	HOD, Dept. of ECE	Member
5.	Smt. Anju Susan George	HOD, Dept. of IT	Member
6.	Sri. Vinoj K	HOD, Dept. of ME	Member
7.	Smt. Ann Neetha Sabu	HOD, Dept. of S&H	Member
8.	Dr. Geo Baby	HOD, Dept. of MBA	Member

HOD, Dept. of CE, Mrs. Shine George chaired the meeting. She welcomed all the members to the meeting. Following were the main points discussed and decisions are taken.

Item	Description
1.	The meeting discussed the request received from Senior students of Ladies hostel to permit usage of mobile phones from 8am to 9pm on all days.



2.	The grievance being found worth redressing, it was decided to recommend grant of permission for using mobile phones during the requested hours also.
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Minutes prepared by:

Smt. Anju Susan George

Minutes approved by:

Smt. Shine George

To

1. Manager, VJCET
2. Director, VJCET
3. Principal, VJCET
4. Vice Principal, VJCET
5. Members of Student Grievances and Appeal Committee, VJCET





### Viswajyothi College of Engineering and Technology

Vazhakulam, Muvattupuzha.

Dt: 28-9-2018

Sub: Minutes of meeting of Student Grievances and Appeal Committee

A meeting of the Student Grievances and Appeal Committee was held on Tuesday, 25-9-2018, at 3.00 pm in the Conference Hall, VJCET for discussing the grievance on :

Restrictions on using the College Gymnasium during morning hours.

The following members attended the meeting :

Sl. No	Officials attended	Designation	Status
1.	Smt. Shine George	HOD, Dept. of CE	Convener
2.	Dr. K N Ramachandran Nair	HOD, Dept. of CSE	Member
3.	Dr. B. Aruna	HOD, Dept. of EE	Member
4.	Prof. Jose P Varghese	HOD, Dept. of ECE	Member
5.	Smt. Anju Susan George	HOD, Dept. of IT	Member
6.	Sri. Vinoj K	HOD, Dept. of ME	Member
7.	Smt. Ann Neetha Sabu	HOD, Dept. of S&H	Member
8.	Dr. Geo Baby	HOD, Dept. of MBA	Member

HOD, Dept. of CE, Mrs. Shine George chaired the meeting. She welcomed all the members to the meeting and presented the Grievance put up by the students of Gents Hostel. The following points were discussed and decisions taken.

Item	Description
1.	The meeting discussed the request from the students to relax restrictions for using College Gymnasium during morning hours from 5.00 am to 7.00 am



2.

Committee discussed this matter and it was unanimously agreed upon to recommend grant of permission to students for utilising Gymnasium during morning hours from 5.00 am to 7.00 am also.

Minutes prepared by:

Smt. Anju Susan George

Minutes approved by:

Mrs. Shine George

To

1. Manager, VJCET
2. Director, VJCET
3. Principal, VJCET
4. Vice Principal, VJCET
5. Members of Student Grievances and Appeal Committee, VJCET





**Viswajyothi College of Engineering and Technology**  
Vazhakulam, Muvattupuzha.

Dt: 23-3-2017

Sub: Minutes of the meeting of Student Grievances and Appeal Committee

A meeting of Student Grievances and Appeal Committee was held on Monday, 20-3-2017, at 11.30 am in the Conference Hall, VJCET for discussing the grievance submitted by Mr. Albin Sebastian

The grievance was related to:

- (i) performance of computers in the Common Computing Centre (CCC)
- (ii) decrease in number of pages and increase in prices of rough records disbursed to students.

The following members attended the meeting.

Sl. No	Officials attended	Designation
1.	Mr. Naveen Jacob	Vice-Principal
2.	Dr. Vidheswari V	A.P, Dept. of MBA
3.	Mrs. Shine George	HOD, Dept. of CE
4.	Dr. K N Ramachandran Nair	HOD, Dept. of CSE
5.	Prof. Paul Antony	HOD, Dept. of EEE
6.	Prof. Jose P Varghese	HOD, Dept. of ECE
7.	Mrs. Anju Susan George	HOD, Dept. of IT
8.	Mr. Vinoj K	HOD, Dept. of ME
9.	Mrs. Ann Neetha Sabu	HOD, Dept. of S&H
10.	Dr. Francis Cherunilam	HOD, Dept. of MBA

Vice Principal, Mr. Naveen Jacob chaired the meeting. He welcomed all the members to the meeting. Following were the main points discussed and decisions taken.

1. The meeting discussed grievance (i) and decided to resolve the problem by referring it to the HoD, CSE.
2. The HoD, CSE informed the meeting that the faulty computers would be serviced/replaced as the case may be.
3. Grievance (ii) was discussed and the Convenor clarified that the alleged matter was false; neither had the prices been escalated; nor had there been a decrease in the number of pages of the Student Rough Records disbursed to them.





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Committee entrusted the Vice-Principal to convey and clarify the matter to Mr. Albin Sebastian.

4. Forum also deliberated upon both the grievances and it was decided to consistently monitor the performance of computers in CCC.

Minutes prepared by:

Mrs. Anju Susan George

Minutes approved by:

Mr. Naveen Jacob

To

1. Manager, VJCET
2. Director, VJCET
3. Principal, VJCET
4. Vice Principal, VJCET
5. Members of Student Grievances and Appeal Committee, VJCET



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No. 9 L

**Viswajyothi College of Engineering &  
Technology, Vazhakulam**



**Minutes of Anti-Ragging Committee**





**Viswajyothi College of Engineering and Technology**  
Vazhakulam, Muvattupuzha

Dt: 17-07-2019

Sub: Minutes of meeting of Anti-Ragging Committee

The meeting of Anti-Ragging Committee was held on Monday, 15-07-2019, at 3.30 PM in the Conference Hall, VJCET. The following members attended the meeting.

Sl. No	Officials attended	Designation	Status
1.	Dr. Josephkunju Paul C	Principal	Convener
2.	Mr. Somy P Mathew	Vice-Principal	Member
3.	Dr. Geo Baby	HOD, Dept. of MBA	Member
4.	Mrs. Smitha Cyriac	HOD, Dept. of ECE	Member
5.	Mr. Amel Austine	HOD, Dept. of CSE	Member
6.	Dr. B. Aruna	HOD, Dept. of EEE	Member
7.	Mr. Vinoj K	HOD, Dept. of ME	Member
8.	Mrs. Anju Susan George	HOD, Dept. of IT	Member
9.	Mrs. Shine George	HOD, Dept. of CE	Member
10.	Mrs. Ann Neetha Sabu	HOD, Dept. of S&H	Member

Principal, Dr. Josephkunju Paul C chaired the meeting. He welcomed all the members to the meeting. Following were the main points discussed and decisions taken.

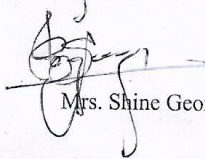
Item	Description
1.	Decided to continue inspection as like in previous years
2.	Decided to request HOD for department wise inspection in corridors during break time
3.	Any incident regarding ragging to be brought to notice of anti-ragging committee and to be addressed immediately
4.	Decided for an immediate suspension of students as penalty to be imposed






5.	Decided to conduct PEP talks to students creating a wide awareness about ragging and its consequences
6.	Duties and responsibilities are allocated to anti ragging squad members
7.	No ragging were reported in the previous year

Minutes prepared by:

  
Mrs. Shine George

Minutes approved by:

  
Mr. Somy P Mathew

To

1. Manager, VJCET
2. Director, VJCET
3. Deans, VJCET
4. Members of Anti-Ragging Committee, VJCET



**Viswajyothi College of Engineering and Technology**  
Vazhakulam, Muvattupuzha.

Dt: 20-7-2018

Sub: Minutes of meeting of Anti-Ragging Committee

The meeting of Anti-Ragging Committee was held on Tuesday, 17-7-2018, at 1.00 PM in the Conference Hall, VJCET. The following members attended the meeting.

Sl. No	Officials attended	Designation	Status
1.	Dr. Josephkunju Paul C	Principal	Convener
2.	Mr. Somy P Mathew	Vice-Principal	Member
3.	Dr. Geo Baby	HOD, Dept. of MBA	Member
4.	Prof. Jose P Varghese	HOD, Dept. of ECE	Member
5.	Dr. K N Ramachandran Nair	HOD, Dept. of CSE	Member
6.	Dr. B. Aruna	HOD, Dept. of EEE	Member
7.	Mr. Vinoj K	HOD, Dept. of ME	Member
8.	Mrs. Anju Susan George	HOD, Dept. of IT	Member
9.	Mrs. Shine George	HOD, Dept. of CE	Member
10.	Mrs. Ann Neetha Sabu	HOD, Dept. of S&H	Member

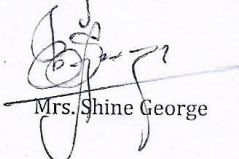
Principal, Dr. Josephkunju Paul C chaired the meeting. He welcomed all the members to the meeting. Following were the main points discussed and decisions taken.

Item	Description
1.	The anti-ragging posters to be put up in campus where there is considerable student movements
2.	Anti-ragging rule and regulation given in the academic calendar to be read and explained by class tutors




3.	Hostel wardens needs to be more vigilant as hostel students are more vulnerable to ragging
4.	Duties and responsibilities are allocated to anti ragging squad members

Minutes prepared by:

  
Mrs. Shine George

Minutes approved by:

  
Mr. Somy P Mathew

To

1. Manager, VJCET
2. Director, VJCET
3. Deans, VJCET
4. Members of Anti-Ragging Committee, VJCET





**Viswajyothi College of Engineering and Technology**  
Vazhakulam, Muvattupuzha.

Dt: 14-07-2017

Sub: Minutes of meeting of Anti-Ragging Committee

The meeting of Anti-Ragging Committee was held on Wednesday, 12-07-2017, at 1.30 PM in the Conference Hall, VJCET. The following members attended the meeting.

Sl. No	Officials attended	Designation	Status
1.	Dr. Josephkunju Paul C	Principal	Convener
2.	Mr. Somy P Mathew	Vice-Principal	Member
3.	Mr. Geo Baby	HOD, Dept. of MBA	Member
4.	Prof. Jose P Varghese	HOD, Dept. of ECE	Member
5.	Dr. K N Ramachandran Nair	HOD, Dept. of CSE	Member
6.	Prof. Paul Antony	HOD, Dept. of EEE	Member
7.	Mr. Vinoj K	HOD, Dept. of ME	Member
8.	Mrs. Anju Susan George	HOD, Dept. of IT	Member
9.	Mrs. Shine George	HOD, Dept. of CE	Member
10.	Mrs. Ann Neetha Sabu	HOD, Dept. of S&H	Member

Principal, Dr. Josephkunju Paul C chaired the meeting. He welcomed all the members to the meeting. Following were the main points discussed and decisions taken.

Item	Description
1.	Decided to provide support to students against any kind of distress
2.	Students can meet the committee members themselves in case of any distress
3.	Decided to conduct Walk the Talk regarding awareness among students about Ragging
4.	Duties and responsibilities are allocated to anti ragging squad members

Minutes prepared by:  
  
Mrs. Shine George

Minutes approved by:  
  
Mr. Somy P Mathew

To

1. Manager, VJCET
2. Director, VJCET
3. Deans, VJCET
4. Members of Anti-Ragging Committee, VJCET



### Viswajyothi College of Engineering and Technology

Vazhakulam, Muvattupuzha.

Dt: 28-07-2016

Sub: Minutes of meeting of Anti-Ragging Committee

The meeting of Anti-Ragging Committee was held on Tuesday, 26-07-2016, at 1.00 PM in the Conference Hall, VJCET. The following members attended the meeting.

Sl. No	Members attended	Designation
1.	Dr. Josephkunju Paul C	Principal
2.	Mr. Naveen Jacob	Vice-Principal
3.	Dr. Francis Cherunilam	HOD, Dept. of MBA
4.	Prof. Jose P Varghese	HOD, Dept. of ECE
5.	Dr. K N Ramachandran Nair	HOD, Dept. of CSE
6.	Prof. Paul Antony	HOD, Dept. of EEE
7.	Mr. Vinoj K	HOD, Dept. of ME
8.	Mrs. Anju Susan George	HOD, Dept. of IT
9.	Mrs. Shine George	HOD, Dept. of CE
10.	Mrs. Ann Neetha Sabu	HOD, Dept. of S&H

Following were the main points discussed and decisions taken.

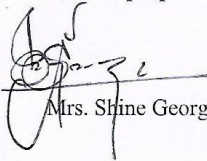
1. Principal, Dr. Josephkunju Paul C. welcomed all the members to the meeting.
2. Decided to continue with the preventive anti ragging measures which college is currently following
3. Duties are assigned to various staff members to prevent any undue incidents
4. Roster duties are allocated to members of staff to monitor the respective gates and corridors.






5. Decided to be vigilant and sensitive towards any kind of abuse during class or out of class hour

Minutes prepared by:

  
Mrs. Shine George

Minutes approved by:

  
Mr. Naveen Jacob

To

1. Manager, VJCET
2. Director, VJCET
3. Deans, VJCET
4. Members of Anti-Ragging Committee, VJCET





### Viswajyothi College of Engineering and Technology

Vazhakulam, Muvattupuzha.

Dt: 29-07-2015

Sub: Minutes of meeting of Anti-Ragging Committee


The meeting of Anti-Ragging Committee was held on Monday, 27-07-2015, at 1.00 PM in the Conference Hall, VJCET. The following members attended the meeting.

Sl. No	Members attended	Designation
1.	Dr. Josephkunju Paul C	Principal
2.	Mr. Naveen Jacob	Vice-Principal
3.	Dr. Francis Cherunilam	HOD, Dept. of MBA
4.	Prof. Jose P Varghese	HOD, Dept. of ECE
5.	Dr. K N Ramachandran Nair	HOD, Dept. of CSE
6.	Prof. Paul Antony	HOD, Dept. of FEE
7.	Mr. Vinoj K	HOD, Dept. of ME
8.	Mrs. Anju Susan George	HOD, Dept. of IT
9.	Mrs. Tina Jose	HOD, Dept. of CE

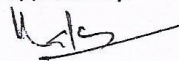
Following were the main points discussed

1. Various measures to prevent ragging has been formulated
2. Delegated duties to each staff members of anti-ragging squad
3. Duties allocated to members of staff to monitor the respective gates and corridors.
4. Meeting concluded with taking strict actions to be imposed if any undue incident happens

Minutes prepared by:

  
Mrs. Anju Susan George

Minutes approved by:

  
Mr. Naveen Jacob

To

1. Manager, VJCET
2. Director, VJCET
3. Members of Anti-Ragging Committee, VJCET