

# **SREE NARAYANA COLLEGE CHENGANNUR**

**Alappuzha, Kerala**

**Affiliated to University of Kerala  
NAAC Accredited with 'B' Grade**



[www.sncchengannur.ac.in](http://www.sncchengannur.ac.in)

[sncchengannur@gmail.com](mailto:sncchengannur@gmail.com)

## **CRITERIA 5**

### **5.1 STUDENT SUPPORT**

**5.1.4 Annual report of the committee motioning the activities and number of grievances redressed**

Submitted To



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)  
FOR ASSESSMENT & ACCREDITATION – CYCLE II  
AUGUST 2023**

Established in 1981

**Sree Narayana College**  
**Chengannur, Kerala - 689508**

Managed by the Sree Narayana Trusts, Kollam

Affiliated to the University of Kerala

Accredited by NAAC with B Grade

Tel : 0479 2962728

e-mail:snccchengannur@gmail.com

Website:www.sncollegechengannur.org



**Dr. Shereen.K**

Principal in charge

Mob : +91 9447075311

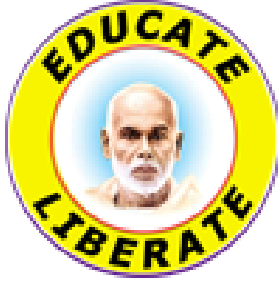
e-mail:sherinsank@gmail.com

18/08/2023

**This is to certify that given below are the particulars of grievances received and action taken for the same during the last five years commencing from 2018-19 to 2022-23**

Sl No.	Grievance Received on	Particulars of Grievance	Grievance Redressed on	Action taken
1	30/07/2022	Inadequate tube and light in S1 MSc Class room	7/08/2022	Provided Sufficient tube and fan
2	11/10/2022	Maintenance of II BSc Class room	23/10/22	Maintenance works completed and cleaned classroom
3	4/12/2022	Insufficient Drinking water at college office	11/12/22	Installed a water purifier in front of the office
4	16/01/2023	Problems Caused by stray dogs in the campus		Filed a complaint to Local Panchayath body
5	1/12/2021	Lack of transportation facility	12/12/2021	Forwarded a representation to the station master KSRTC Chengannur to schedule a service from Chengannur to Mavelikkara on College timings.
6	28/01/2022	Shortage of classrooms	18/02/2022	Decided to conduct the class in the Auditorium.
7	26/02/2022	Request for financial support for II B.Com student (Cancer Patient)	18/03/2022	Decided to meet his travelling expenses from student welfare fund.
8	18/09/2020	Difficulty in attending online classes in the evenings and nights due to network issues	25/09/2020	Scheduled time table between 8.30 and 2.00pm
9	18/09/2018	Flood relief	20/09/2018	Decided to provide support to needy students

Principal



# **SREE NARAYANA COLLEGE**

**CHENGANNUR, ALAPUZHA, KERALA**

**Aided College Affiliated to University of Kerala**

**(NAAC Accredited with Grade B)**

## **GRIEVANCE REDRESSAL CELL**

*Minutes of the meetings*

*(2018-2023)*



12

2022-23

Minutes of the Meeting of the Grievance Redressal cell held on 13<sup>th</sup> July 2022 in the principal's office at 11:00 AM

The 1<sup>st</sup> Meeting of the grievance redressal cell of the college with its newly constituted members for the academic year 2022-23 was held on 13<sup>th</sup> July 2022 at 11:00 am in the Principal's office

The following members were present

Dr. Shereenk (Principal)

Dr. Anju K S (Coordinator)

Dr. Venus (Member)

Smt. Thushara U.S (Member)

Smt. Ananth Raj (Member)

The Principal welcomed all the committee members and read the previous minutes

The principal appointed Dr Anju K S (Assistant professor, Department of chemistry) as the new coordinator for the effective functioning of committee and welcomed her

The student Grievance collected from the representatives of Msc chemistry class was discussed and their issues will be rectified as follows  
Sufficient tube light and fan will be provided

With the approval of all the members, the Meeting came to an end at 1:00 PM with the Vote of thanks proposed by Dr Anju K S



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CHENGANNUR



2022-23

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Minutes of the Meeting of the Grievance Redressal cell held on 11<sup>th</sup> October 2022 in the principal's office at 2.00 P.M.

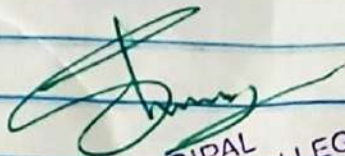
The meeting of the grievance redressal cell of the college was held on 11<sup>th</sup> October at 2.00 P.M., in the principal's office

The following Members were present:

1. Dr. Sherreen K (Principal)
2. Dr. Anju K.S (Coordinator)
3. Dr. Venu.S (Member)
4. Smt. Thushara U.S (Member)
5. Smt. Aswathy Raj (Member)

- To read and confirm the minutes of the previous meeting of the Women Grievance cell of the college held on 13<sup>th</sup> July 2022
- Regarding matter relating to complaint, the committee discussed the complaint from 11 BSc. Chemistry students and decided to do the proper maintenance of the class room for effective learning.
- As there was no other matter for discussion, the meeting ended with vote of thanks to all the members present.



  
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Minutes of the meeting of the Grievance Redressal cell held on 4<sup>th</sup> December 2022 in the principal's office at 2.30 PM

The meeting of the grievance redressal cell of the college was held on 4<sup>th</sup> December 2022 at 2.30 p.m in the principal's office.

The following members were present.

Dr. Sheheen K (Principal)

Dr. Anju K S (Coordinator) ✓

Dr. Venu S (Member) ✓

Dr. Thushara US (Member) ✓

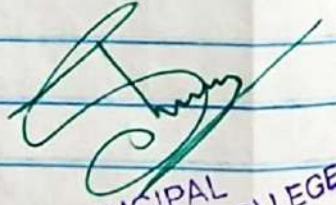
Smt Aswathy Raj (Member) ✓

To read and confirm the minutes of the previous meeting of the Grievance Redressal cell held on 11<sup>th</sup> October 2023. The members unanimously confirmed the minutes.

Regarding the complaint from the Junior Suprand it was decided to install a water purifier in the front of office and, hence availability of water to the office staff and public should be given priority.

As there was no other matter to discuss, the meeting ended with vote of thanks to all the members present.



  
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2022-23

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Minutes of the Meeting of the Grievance Redressal cell held on 16<sup>th</sup> January 2023 in the principal's office at 2.00 PM

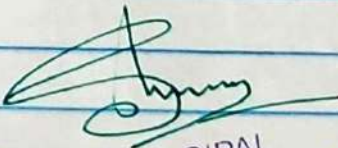
The Meeting of the Grievance redressal cell of the college was held on 16<sup>th</sup> January 2023 at 2.00 PM in the principal's office

The following Members were present

- (1) Dr. shereen k (Principal)
- (2) Dr. Anju k s (Coordinator) ✓
- (3) Dr Venu s (Member) ✓
- (4) Smt. Thushma U. S (Member) ✓
- (5) Smt. Anoothy Bij (Member) ✓

- The Principal welcomed all the Committee members
- The Coordinator Dr Anju k s read the previous minutes of the previous meeting of the grievance Redressal cell held on 4<sup>th</sup> December 2022. The members Unanimously confirmed the minutes.
- The Committee discussed the grievance raised by the chairperson regarding the problems created by the stray dogs in the campus and decided to file a Complaint to local panchayat body
- With the approval of all the members, the meeting came to an end at 3.30 PM with the Vote of thanks proposed by Dr Venu k s



  
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CHENGANNUR



2021-2022

## Minutes of the meeting of the Grievance

Redressal cell 2021-2022

A meeting of grievance Redressal cell was scheduled at 11 am on 10/12/2021

Agenda :- Lack of transportation facility

Members present :-

Smt. Sheroneen K (Principal in charge)

Dr. Smitha Sasidharan (IQAAC coordinator)

Sri Praveen KSH (Coordinator Grievance Redressal

cell)

Dr. Venu.S

Smt. Thushara U.S

Smt. Aswathy Raj

Actions Taken

A time table for online classes were raised and followed

Minutes of meetings

The principal extended a warm welcome to everyone to the first meeting of GRC for the academic year 21-22 and listened to the students complaints about the lack of transportation to arrive at the college on time. The students addressed their difficulties in reaching the college at 8:30 am.

Decision taken

Members proposed to ask KSRTC Chengannur station master to schedule a bus service from Chengannur to Manali, Kerala along college hours (morning at 9:30 am and evening at 3:00 pm) members also suggested informing the management about the transportation problem and find a solution. The meeting ended with a vote of thanks to the members present.



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2021 - 2022

## Minutes of the Meeting of the Grievance Redressal Cell 2021 - 2022

A meeting of the grievance Redressal cell was schedule at 11 am on 12/12/2021

Agenda :- Shortage of classrooms.

Members Present:-

Dr. Sabeena K (Principal in charge)

Dr. Smitha Sankaran (IQAC Coordinator)

Sri. Praveen K H (Coordinator, Grievance Redressal Cell)

Dr. Venu S

Smt. Thushara V S

Smt. Ashwathy Raj

Minutes of meeting.

- The principal extended a warm welcome to all. The coordinators read the previous minutes of the meeting of the Grievance Redressal Cell held on 10/12/2021. The members unanimously confirmed the minutes.
- Department of Economics informed the principal regarding the shortage of classrooms to conduct the newly sanctioned new generation course MA. Behavioral Economics and Data Science.

The principal seeks the suggestions of the grievance Redressal Committee members.

Decision Taken

Members suggested conducting the class in the auditorium for the time being and submitting a proposal to the College Council for approval. Members also suggested informing the management authorities regarding the same.

The meeting ended with acknowledgments to the members present.



Principal  
Sree Narayana College  
Chengannur



2021-22


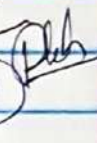

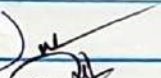
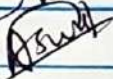
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## Minutes of the Meeting of the Grievance Redressal cell 2021-2022

A Meeting of grievance Redressal cell was scheduled at 11 am on 18/02/2022

Agenda : Support to students

Members Present :-

- Dr. Sheren K (Principal in charge)
- Dr. Smitha Sasiheran (IQAC Coordinator) 
- Sri. Praveen K H (Coordinator, Grievance Redressal cell) 
- Dr. Venus (Member) 
- Smt. Thushra U S (Member) 
- Smt. Anurthy Raj (Member) 

Action Taken.

Conducted MA Economics classes in the auditorium

Minutes of Meetings

The principal extended a warm welcome to the gathering. The Coordinator read the previous minutes of the previous meeting of the Grievance Redressal cell held on 18/02/2022. The members Unanimously confirmed the minutes.

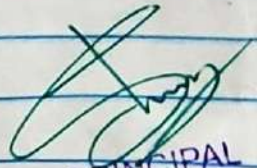
The Principal informed the grievance of a Second-year B.com student regarding his difficulty to meet travelling expenses. He belongs to an economically backward family and he is a cancer patient.

Decision taken

Committee members suggested giving transportation expenses from the student's welfare fund.

The coordinator acknowledged the members.



  
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2020-21

## Minutes of the meeting of the Grievance Redressal Cell 2020-2021

A Meeting of Grievance Redressal cell was scheduled at 11 am on 18/09/2020.

Agenda:- online class timings

Members present:-

Smt. Sherunk (Principal in charge)  
 Dr. Venur S (IQAC Co-ordinator)  
 Sri praveen KH (Co-ordinator,  
 Grievance Redressal cell)  
 Smt. Thushara US, Smt. Akwathy Rao

### Action Taken

An evening committee constituted and resolved the problem.

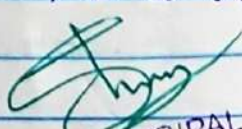
### Minutes of the meeting,

A meeting was held by the Grievance Redressal cell via online mode. The principle extended a warm welcome to them. Many of the students shared that they cannot attend the online classes in the evening and nights due to internet problems.

### Decisions Taken

Members propose to set the schedule for online-classes from 8:30 am to 2:00 pm. The co-ordinator proposes a vote of thanks.



  
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2019-20

## Minutes of the Meeting of the Grievance Redressal cell 2019-2020.

The 1<sup>st</sup> meeting of the grievance redressal cell of the college with its newly constituted members for the academic year 2019-2020 was held on 14<sup>th</sup> August 2019 at 11.00 am in the principal's office.

The following Members are present:

Dr. M.S. Latha (Principal) *Latha*  
 Dr. Venus CIGAC coordinator & member GRC

Sri. Praveen K.H (Coordinator, Grievance Redressal cell) *Praveen*

Smt. Theerharaj S. *Theerharaj*

Smt. Anuradha Raj *Anuradha*

Action taken:-

- Financial assistance to needy students were distributed and teachers visited the students homes.

Minutes of the meetings:-

- The principal welcomed all the committee members.
- The principal appointed Sri. Praveen K.H (Assistant professor, Department of chemistry) as the new coordinator for the effective functioning of committee.
- The newly appointed coordinator assured the timely resolution of complaints in a appropriate manner and proposed vote of thanks to the members present.



*Latha*  
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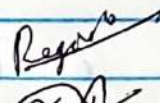
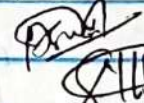



Academic Year 2018-19

Minutes of the meetings of the Grievance Redressal Cell held on 13<sup>th</sup> July 2018

The first meeting of the Grievance Redressal Cell of the college with its newly constituted members for the academic year 2018-19 was held on 13<sup>th</sup> July 2018 at 11 am in the Principal's office.

### Members Present

1. Dr. K. Shiny Sreedhar 
- Dr. Venu S. 
- Dr. Rajekumar P.R. 
- Smt. Aswathy Raj 
- Dr. Smitha Sasidhara 

- \* The Principal welcomed all the committee members.
- \* The Principal appointed Dr. Venu S. (Asst. Prof. Dept. of Chemistry) as the new coordinator for
- \* The newly appointed coordinator assured the timely resolution of the complaints in an appropriate manner and proposed vote of thanks to members present.



  
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Academic Year 18-19

Minutes of the meeting of the Grievance Redressal Cell held on 18/7/2018

Agenda: Lack of staff room for Chemistry Teachers

Members Present

Dr. K. Shiny Sreedhar

Dr. Veenu R.

Dr. Rajikumari P.R.

Smt. Aswathy Raj

Dr. Smitha Sasiathan

- \* The Principal welcomed all the committee members and the coordinator read the previous minutes of the meeting of ARC held on 13<sup>th</sup> July 2018. The members unanimously confirmed the minutes.
- \* The meeting was conducted to address the grievance of the teachers of Department of Chemistry. The principal informed the committee members regarding the lack of staff room for Chemistry teachers.

Decision Taken

The committee members suggested using the IQAC room as the Department of Chemistry



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Academic Year 18-19

Minutes of the meeting of the Grievance Redressal Cell held on 18/9/2018

Agenda: Flood relief.

Members Present

Dr. K. Shiny Sreedhar

Dr. Venu S.

Dr. Regikumar P.R.

Smt. Aswathy Raj

Dr. Smitha Sarsodhas

- \* The Principal welcomed all the committee members and the coordinator read out the previous minutes of the GRC held on 18/7/2018 and the members unanimously approved the minutes.
- \* The meeting was conducted to address the problems of students who were severely affected by flood.

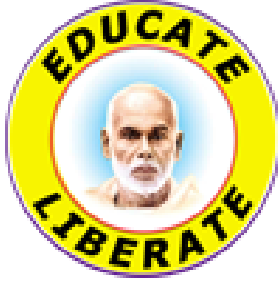
Decisions Taken

Members suggested providing financial assistance to severely affected students. Teachers also suggested visiting the affected students at home and giving them mental support.



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# **SREE NARAYANA COLLEGE**

CHENGANNUR, ALAPUZHA, KERALA

Aided College Affiliated to University of Kerala

(NAAC Accredited with Grade B)

## **HARASSMENT PREVENTION** **COMMITTEE**

*Minutes of the meetings*  
*(2021-2023)*



## Minutes of Meeting of Harassment prevention Committee

Sree Narayana College, Chegannur  
Harassment Prevention Committee

Date : 08/01/2021

Time : 9.00 am - 10.00 am

Location : Google Meet - online mode

### Agenda : Review of incidence of Harassment

Minutes :

#### 1. call to order :

The meeting was called to order at 09.00 am by Coordinator.

#### 2. Approval of previous Minutes :

Minutes of the previous meeting were approved as circulated.

#### 4. Discussion of Recent Incidents or Concerns :

The Committee emphasized that in order to create awareness and continuous sensitization for the employees, it is essential to put up banners/posters/notices in conspicuous places in the work place defining sexual harassment, and also about the composition and contact information of the members of the complaints committee.

#### 5. proceedings :

No incidence of Harassment have been reported since last meeting. The Committee meeting is held every 3 months or as and when required. The next meeting will be on 26/03/2021. The chairperson expressed her thanks to all participants and the



Meeting ended with vote of thank to the chair.

Attendees :

- 1) Mrs. Sherneen K - Principal - Chairperson of the Committee
- 2) Dr. Nishad A - Dept. of Commerce - Coordinator
- 3) Dr. Resmi R - Dept of Chemistry - Member *Resmi*
- 4) Smt. Saanya Surendran - Dept of Commerce *Sanya*
- 5) Smt. Bindhu U.K - Dept. of Malayalam *Bindhu*
- 6) Smt. Uarsha Rajesh - Student Representative. *Uarsha*

Respectfully Submitted by :

Dr. Nishad A.

*[Signature]*  
Coordinator

Harassment prevention Committee



*[Signature]*  
PRINCIPAL  
SRI NARAYANA COLLEGE  
CHENGANNUR



## Minutes of Meeting of Harassment Prevention Committee

Sree Narayana College, Chengannur

Harassment Prevention Committee

Date : 26/03/2021

Time : 9.00 am - 10.00 am

Location : Google Meet - online mode

Agenda : Review of incidence of Harassment

### Minutes:

#### 1. Call to order :-

The Meeting was called to order at 09.00 am by  
: Coordinator.

#### 2. Approval of previous Minutes :

Minutes of the previous meeting were approved  
as circulated.

#### 3. Discussion of Recent Incidents or Concerns :

The Committee shall discuss and decide to deal  
- with the case or reject the complaint and  
recommend to the Institute that no action is  
required to be taken in the matter.



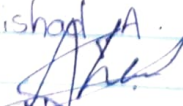
The Committee emphasized that in order to create awareness and continuous sensitization for the employees, it is essential to put up banners/posters/notices in conspicuous places in the workplace defining sexual harassment, and also about the composition and contact information of the members of the Complaints Committee.

#### 4. proceedings:

No incidence of Harassment have been reported since last meeting. The committee meeting is held every 3 months or as and when required. The next meeting will be on 22/07/2021. The chair person expressed her thanks to all participants and the meeting ended with vote of thanks to the chair.

#### Attendees:

- 1) Mrs. Shereen K. - principal - chairperson of the committee
  - 2) Dr. Nishad A. - Dept. of Commerce - coordinator
  - 3) Dr. Resmi R. : Dept of Chemistry - member
  - 4) Smt. varsha Rajesh : Student representative
- Respectfully submitted by:

Dr. Nishad A.  
  
 coordinator  
 Harassment Prevention Committee



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 CHENGANNUR





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## Minutes of Meeting of Harassment Prevention Committee

Shree Narayana College, Chengannur

Harassment Prevention Committee

Date: 22/07/2021

Time: 9.00 am - 10.00 am

Location: Google Meet - online mode

Agenda: Review of incidence of Harassment

### Minutes:

#### 1. Call to Order:

The meeting was called at 09:00 am by Coordinator

#### 2. Approval of Previous Minutes:

Minutes of the previous meeting were approved as circulated.

#### 3. Discussion of Recent Incidents on Concern:

The committee shall proceed to make inquiry into the complaint in accordance with the provisions of the Service rules applicable to the respondent considering harassment



as misconduct.

The committee emphasized that in order to create awareness and continuous sensitization for the employees, it is essential to put up banners/posters/ notices in conspicuous places in the workplace defining sexual harassment, and also about the composition and contact information of the members of the complaints committee.

#### 4. Proceedings:

No incidence of Harassment have been reported since last meeting. The committee meeting is held every 3 months or as and when required. The next meeting will be on 30/11/2021. The chairperson expressed her thanks to all participants and the meeting ended with vote of thanks to the chair.

#### Attendees:

- 1) Mrs. Sherneen K - Principal - chairperson of the committee
  - 2) Dr. Nishad A. - Dept. of Commerce - Coordinator
  - 3) Dr. Resmi P. - Dept. of Chemistry - member
  - 4) Smt. Soumya Surendran - Dept. of Commerce
  - 5) Smt. Bindhu U.K. - Dept. of Malayalam
  - 6) Smt. Varsha Rajesh - Student representative
- Respectfully submitted by:

Dr. Nishad A.

*[Signature]*  
Coordinator



*[Signature]*  
PRINCIPAL  
SREE NARAYANA COLLEGE  
CHIEF COORDINATOR



## Minutes of Meeting of Harassment prevention Committee

Sree Narayana College, Chengannur

Harassment prevention Committee

Date : 30/11/2021

Time : 02:00 pm - 03:00 pm

Location : principal's Room

Agenda : Review of incidence of Harassment

### Minutes:

#### 1. Call to order:

The meeting was called to order at 02:00 pm by Coordinator

#### 2. Approval of previous Minutes:

Minutes of the previous meeting were approved as circulated

#### 3. Discussion of Recent Incidents or Concerns.

The Committee emphasized that in order to create awareness and continuous sensitization for the employee, it is essential to put up banners/



posters/notices in conspicuous places in the workplace defining Sexual harassment, and also about the Composition and Contact Information of the members of the Complaint Committee


#### 1. Proceedings:

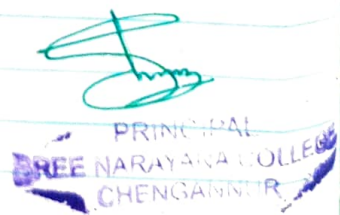
No incidence of Harassment have been reported since last meeting. The Committee meeting is held every 3 months or as when required. The next meeting will be on 16/03/2022. The chairperson expressed her thanks to all participants and the meeting ended with vote of thanks to the chair.

#### Attendees:

- 1) Mrs. shivanee k - Principal - chairperson of the Committee
- 2) Dr. Nishad A. - Dept of Commerce - Coordinator
- 3) Dr. Resmi R - Dept of Chemistry - member
- 4) Smt. Soumya Surendran - Dept. of Commerce
- 5) Smt. Bindhu U.K. - Dept. of Malayalam.
- 6) Smt. Varsha Rajesh - Student Representative

Respectfully Submitted by  
Dr. Nishad A.

  
Coordinator  
Harassment Prevention Committee





## Minutes of Meeting of Harassment Prevention Committee

Sree Narayana College, Chengannur

Harassment Prevention Committee

Date: 16/03/2022

Time: 1.30 Pm - 02.30 Pm

Location: Principal's Room

Agenda: Review of incidents of Harassment

Minutes:

1. Call to Order:

The meeting was called to order at 01.30pm by coordinator

2. Approval of Previous Minutes:

Minutes of the previous meeting were approved as circulated.

3. Discussion of Recent Incidents or concerns:

Providing a redressal mechanism for complaints relating to harassment at the institution. The committee emphasized that in order to



Create awareness and continuous sensitization for the employees, it is essential to put up banners / posters / notices in conspicuous places in the workplace defining sexual harassment, and also about the composition and contact information of the members of the Complaints Committee.

#### 4. Proceedings

No incidence of Harassment have been reported since last meeting. The Committee meeting is held every 3 months or as and when required. The next meeting will be on 14/07/2022. The chairperson expressed her thanks to all participants and the meeting ended with vote of thanks to the Chair.

Attendees:

1) Mrs. Sherneenk - Principal - Chair person of the Committee

2) Dr. Nishad A. - Dept. of Commerce - Coordinator

3) Dr. Resmi R - Dept of Chemistry - member

4) Smt. Soumya Sajendran - Dept of Commerce

5) Smt. Bindhu V.K - Dept. of Malayalam

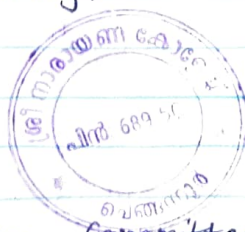
6) Smt. Varsha Rajesh - Student Representative

Respectfully Submitted by:

Dr. Nishad A.

Coordinator  
Harassment

Prevention Committee



PRINCIPAL  
SREE NARAYANA COLLEGE  
CHENGANNUR



## Minutes of meeting of Harassment prevention Committee

Sree Narayana College, Chengannur

Harassment prevention Committee

Date : 14/07/2022

Time : 2:30 pm - 03:30 pm

Location : principal's Room

Agenda : Review of incidence of Harassment

Minutes:

### 1. Call to order:

The meeting was called to order at 02:30 pm by coordinator.

### 2. Approval of previous minutes:

Minutes of the previous meeting were approved as circulated.

### 3. Discussion of Recent Incidents or Concerns:

Evading a permanent mechanism for the prevention, prohibition and redressal of harassment of students and teachers in the college. The Committee emphasized that in order to create awareness and continuous sensitization for the employees, it is essential



to put up banners/posters/notices in conspicuous places in the work place defining Sexual harassment, and also about the composition and contact information of the members of the complaints Committee

#### ¶ proceedings:

No incidence of Harassment have been reported since last meeting. The committee meeting is held every 3 months or as and when required. The next meeting will be on 19/12/2022. The chairperson expressed her thanks to all participants and the meeting ended with vote of thanks to the chair.

#### Attendees:

1) Mrs. Sherneen K - principal, chairperson of committee

2) Dr. Nishad A - Dept. of Commerce - coordinators

3) Dr. Resmitr - Dept of Chemistry - member


4) Smt. Varsha Rajesh - student Representative

Respectfully Submitted by:

Dr. Nishad A.

  
Co-ordinator

Harassment prevention Committee.

  
PRINCIPAL  
SREE MADHUKRISHNA COLLEGE  
CHENNAI





## Minutes of Meeting of Harassment Prevention Committee

Sree Narayana College, Chengannur.

Harassment Prevention Committee

Date: 19/6/2022

Time: 2.30 pm - 03.30 pm

Location: Principal's Room

Agenda: Review of Incidence of Harassment

### Minutes:

#### 1. Call to order:

The meeting was called to order at 02.30 pm by Coordinator

#### 2. Approval of previous Minutes:

Minutes of the previous meeting were approved as circulated

#### 3. Discussion of Recent Incidents or Concerns:

The Committee emphasized that in order to create awareness and continuous sensitization for the



employees, it is essential to put up banners/posters/notices in conspicuous places in the workplace defining Sexual harassment and also about the composition and contact information of the members of the Complaints Committee. promoting a social and psychological environment to raise awareness on harassment in its various forms

#### 4. Proceedings

No incidence of harassment have been reported since last meeting. The Committee meeting is held every 3 months or as and when required. The next meeting will be on 16/03/2023. The chair person expressed her thanks to all participants and the meeting ended with vote of thanks to the chair.

#### Attendees :

- 1) Mrs. Sheeja K - principal - chair person of the Committee
- 2) Dr. Nishad A. - Dept of Commerce - Coordinator *Nishad*
- 3) Dr. Resmi R - Dept of chemistry - member *Resmi*
- 4) Smt. Sourya Sulendran - Dept. of Commerce *Sourya*
- 5) Smt. Bindu V.K. - Dept of Malayalam *Bindu*
- 6) Smt. Vaasha Rajesh - student Representative *Vaasha*

Respectfully Submitted by  
Dr. Nishad A.

*Nishad*

Coordinator  
Harassment Prevention Committee



*Sheeja*

PRINCIPAL  
SREE NARAYANA COLLEGE,  
CHENGANNUR



## Minutes of Meeting of Harassment Prevention Committee

Sree Narayana College, Chengannur

Harassment Prevention Committee

Date: 16/03/2023

Time: 10.30 am - 11.30 am

Location: Principal's Room

Agenda: Review of incidence of Harassment

### Minutes:

#### 1. Call to order:

The meeting was called to order at 10.30 am by coordinator.

#### 2. Approval of Previous Minutes:

Minutes of the previous meeting were approved as circulated.

#### 3. Discussion of Recent or Concerns:

The committee discussed that every employee will uphold the dignity of colleagues, students etc.



and not indulge in any act of harassment.  
 Promoting a social and psychological environment to  
 raise awareness on harassment in its various forms.

### 5. Proceedings :

No incidence of harassment have been reported since last meeting. The Committee meeting is held every 3 months or as and when required. The next meeting will be on 19/07/2023. The Chairperson expressed her thanks to all participants and the meeting ended with vote of thanks to the chair.

### Attendees :

- 1) Dr. Sheerneek - Principal - Chairperson of the committee
- 2) Dr. Nishad A - Dept. of Commerce - Coordinator
- 3) Dr. Resmi R - Dept of Chemistry - member.
- 4) ~~Dr. Res~~ Smt - Soumya Surendran - Dept. of Commerce
- 5) Smt. Bindu V.K - Dept. of Malayalam
- 6) Smt. Vashra Rajesh - Student Representative.

*ASud*

*Soumya*

*Bindu*  
*Nashra*

Respectfully submitted by:  
 Dr. Nishad A.

*ASud*

Coordinator  
 Harassment Prevention Committee

*ASud*

PRINCIPAL  
 SREE NARAYANA COLLEGE  
 CHENGANNUR

