



# ST. JOHN'S

COLLEGE OF ARTS AND SCIENCE

ESTD. 2009

## **5.1.4 Redressal Of Student Grievances including sexual harassment and ragging cases**



# St. JOHN'S COLLEGE OF ARTS & SCIENCE

(An ISO 9001 : 2008 Certified Institution)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

A Christian Minority Institution

Thivanda Kottai Road, Ammandivilai, Kanyakumari District,  
Tamil Nadu - 629 204. Visit us at : [www.stjohnssk.org](http://www.stjohnssk.org)



**HAND BOOK & CALENDAR 2017-2018**

## REGULATIONS

- ✓ Write the retest when held, if you are absent due to valid reasons or had not obtained 60% marks.
- ✓ Be neatly dressed and clean-shaven at all times in the College premises.
- ✓ Do not violate the dress code or fail to wear identity card while in the campus. Always be in possession of your identity card for verification.
- ✓ Do not smear colored powder or water/color water during any festival, function or any other occasion in the College campus.
- ✓ Do not collect money from fellow-students for any purpose without the knowledge of the College authorities.
- ✓ Do not be a part of any union or group or organize any move to form unions or groups of any type unauthorized by the Management and the Principal.
- ✓ Do not convene or attend any unauthorized meeting in the campus.
- ✓ Do not scribble on the desks or the blackboards and walls of the College.
- ✓ Do not indulge in eve-teasing, an offence with damaging consequences. It is strictly prohibited and punishable when indulged in, both inside and outside the campus.
- ✓ Students should have the stipulated coat on when inside workshops and laboratories.
- ✓ The students are to comply with the dress code of the College and must maintain professional decorum at all times.
- ✓ In case of emergency the students will be permitted to go out with Gate Pass issued by the Principal.

## DRESS CODE

- ✓ Clothing should be decent and in good taste. The aim is to make the students represent the College in the best possible manner at all times.

### BOYS

- ✓ Students are expected to wear formal pants with half sleeve collared neatly tucked in.
- ✓ Jeans, T-shirts and fashionable pants are strictly not allowed.
- ✓ Students are not allowed to bleach their hair.

### GIRLS

- ✓ Use only traditional Churidhar/Salwar-Kameez with sleeves and avoid deep neckline. Slit in the Churidhar should not be more than 10 inches above the knee level. Wearing of shawl/dupatta is a must.

Short Salwars, Cholis, Jeans, Shorts, Mini-Skirts and T-Shirts are not allowed at any time.

Students are not allowed to bleach their hair.

**Note:** All students are instructed to adhere strictly to the Dress Code.

Students must note that violation of the regulations stated above will entail severe punishment.

Possessing and using Cell Phones and other Electronic items like Cameras, Walkmans and Radios are strictly prohibited in the College.

## **Ragging is Strictly Prohibited Inside and Outside the Campus**

Ragging is a crime in the eyes of Law. It is a cognizable offence. The Government of Tamil Nadu has banned ragging in educational institutions vide its order No.7 dated 14/12/1997 which makes ragging punishable as follows: ***Imprisonment upto a term of two years, a fine upto Rs. 10,000/- and dismissal from the institution.*** The student so dismissed shall not be admitted to any other educational institution. Students are warned not to commit any act that could be construed as ragging. They are also exhorted to rise up against this evil.

## **Anti-eve teasing, Anti-harassment and Anti-ragging**

### **Objectives:**

1. To prevent ragging inside the college campus.
2. To create awareness among the students about Anti-eve teasing.
3. To ensure protection of every female student from abusive language and harassment.
4. To eradicate eve-teasing in the institution.

### **Convener**

Mr. M.J. Praveen - Director of Physical Education

### **Members**

Mrs. A. Antony Chrisda Lina - Computer Application Department  
Mrs. P. Anisha - Physical Instructor

## Protection of Vulnerable Persons Policy Committee

### Objectives:

1. Protection against vulnerable persons Policy investigates the incident to be addressed by maintaining strict confidentiality and impartiality.
2. Provide awareness among the vulnerable persons on the ferocity they might face, the way to handle it and educate them on the legal regulations.

### Convener:

Mrs. R. Amala Rose - Computer Science Department

### Members:

Mrs. F. Eframe Sophia Selvam - Commerce Department

Ms. A. Ramya - Mathematics Department

Mrs. D. Jesu Sharmila - Computer Application Department

### **Protection of Vulnerable person's policy**

Sexual Harassment incidents against vulnerable persons at educational institutions are strictly prohibited. The Supreme Court of India, in 1997 acknowledged sexual harassment as an act of human rights violation. The most effective weapon against sexual harassment is prevention. Establishing a no-tolerance culture towards harassment in all higher learning institutions is a legal compliance. Protection against Vulnerable persons Policy instigates the incident to be addressed by maintaining strict confidentiality and impartiality. This policy provides awareness among the vulnerable persons on the ferocity they might face, the way to handle it and educate them on the legal regulations.

Training will be provided to them to rescue themselves from annoying incidents and inculcate strength within them not to fear but to speak about with grit if faced any such unfortunate issues. If the offence is proved the offender will be punished sternly according to the existing legal regulations. The offender cannot continue his education anywhere thereafter.

**St.John's College of Arts and Science, Ammandivilai**

**Counseling Report(2017-2018)**

Welfare of the students should always be the prime concern of the college. In this hectic environment, it is expected of the students to feel stressed over various things remembering this, Our College conducts counseling for students at certain intervals. This year a total number of 173 students were given counseling by counseling and guidance cell. Along with the counseling and guidance cell principal, Vice principal, Head of the Departments and class In charges also gave counseling to the students when they are in need. This Program Definitely helped a lot in improving the performance of the students in all aspects.

Counseling and Guidance Cell:

Convener: Rev.Fr.Nixon

Members :

Rev.Fr.Sam F Mathew

Dr.R.Jeba Malar

Mrs.Jesu Sharmila

Mrs.R.Amala Rose

Mrs.S.Asha Parvin

**St.John's College of Arts and Science, Ammandivilai**

**Counseling Report (2018-2019)**

Welfare of the students should always be the prime concern of the college. In this hectic environment, it is expected of the students to feel stressed over various things remembering this, Our College conducts counseling for students at certain intervals. This year a total number of 167 students were given counseling by counseling and guidance cell. Along with the counseling and guidance cell principal, Vice principal, Head of the Departments and class In charges also gave counseling to the students when they are in need. This Program Definitely helped a lot in improving the performance of the students in all aspects.

Counseling and Guidance Cell:

Convener : Rev. Fr. Nixon

Members :

Rev. Fr. Sam F Mathew

Rev. Fr. S. Britto

Dr. M. Edwin Gnanadhas

Dr. R. Jeba Malar

Mrs. S. Asha Parvin

Dr. C. Josephine Jeya Selvi

Mrs. R. Amala Rose

**St.John's College of Arts and Science, Ammandivilai**

**Counseling Report (2019-2020)**

Welfare of the students should always be the prime concern of the college. In this hectic environment, it is expected of the students to feel stressed over various things remembering this, Our College conducts counseling for students at certain intervals. This year a total number of 134 students were given counseling by counseling and guidance cell. Along with the counseling and guidance cell principal, Vice principal, Head of the Departments and class In charges also gave counseling to the students when they are in need. This Program Definitely helped a lot in improving the performance of the students in all aspects.

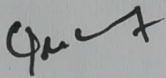
Counseling and Guidance Cell:

Convener: Rev.Fr.Nixon

Members:

Dr.C.Josephine Jeya Selvi

Mr.M.J. Praveen



**St.John's College of Arts and Science, Ammandivilai**

**Anti –Ragging Committee Meeting**

**2017-2018**

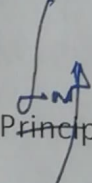
A meeting regarding Anti-ragging was held on 14-06-2017 at multimedia room.

**Minutes:**

1. It is decided to given an awareness program to all the students about ragging and its effects.
2. The members are advised to remain vigilant as to avoid any ragging activities
3. The members should advise the students to maintain a friendly attitude towards their fellow mates.
4. The members should advised the students to follow self discipline and to be the role models of their junior friends

**Members Present:**

S.No	Name of the Staff	Department
1	Mr.R.Antony Samy	Tamil
2	Mrs.A.Antony Chrisda Lina	BCA
3	Mr.M.J.Praveen	Physical Education
4	Mrs.V.A.Shalini	Physical Education

  
Principal

**St.John's College of Arts and Science, Ammandivilai**

**Anti –Ragging Committee Meeting**

**2018-2019**

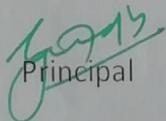
A meeting regarding Anti-ragging was held on 20-06-2018 at multimedia room.

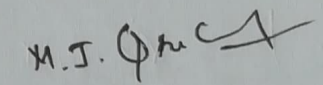
**Minutes:**

1. It is decided to given an awareness program to all the students about ragging and its effects.
2. The members are advised to remain vigilant as to avoid any ragging activities
3. The members should advise the senior students to keep away from ragging and to maintain a cordial relationship with the juniors.

**Members Present:**

S. No	Name of the Staff	Department
1	Mr.M.J.Praveen	Director of Physical Education
2	Mrs.A.AntonyChrisdaLina	BCA
3	Mrs.P.Anisha	Physical Instructor

  
Principal

  
(Mr.M.J.Praveen)

Convener

**St.John's College of Arts and Science, Ammandivilai**

**Anti –Ragging Committee Meeting**

**2019-2020**

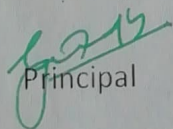
A meeting regarding Anti-ragging was held on 18-06-2019 at multimedia room.

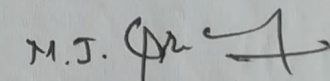
**Minutes:**

1. It is decided to given an awareness program to all the students about ragging and its effects.
2. The members are advised to remain vigilant as to avoid any ragging activities
3. The members should advised the students to maintain a friendly attitude towards their fellow mates.

**Members Present:**

S.No	Name of the Staff	Department
1	Mr.M.J.Praveen	Director of Physical Eduation
2	Dr.J. ClemyMonicka	Physics
3	Mrs.P.Anisha	Physical Instructor

  
Principal

  
(Mr.M.J.Praveen)

Convener



# St. JOHN'S COLLEGE OF ARTS & SCIENCE

(An ISO 9001 : 2008 Certified Institution)  
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)  
(A Christian Minority Institution)

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## DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

Principal  
Dr. M. EDWIN GNANADHAS  
PRINCIPAL  
St. John's College of Arts and Science  
Ammandivilai- 629 204