

ETHIRAJ COLLEGE FOR WOMEN (Autonomous)
Chennai – 600 008

Affiliated to the University of Madras
College with Potential for Excellence
Re-accredited with A Grade by NAAC



5.1.5 Redressal of Student Grievances
Grievance Cell, Internal Complaints Committee and
Anti-Ragging Committee

Guidelines

ETHIRAJ COLLEGE FOR WOMEN (Autonomous)

Chennai – 600 008

Affiliated to the University of Madras

College with Potential for Excellence

Reaccredited with A Grade by NAAC



GRIEVANCE REDRESSAL CELL

Ethiraj College for Women has always played the role of facilitator to the students. The objective of the Grievance Cell is to create an amicable ambiance to facilitate the learners to have a pleasant and harmonious atmosphere for pursuing their academics comfortably and smoothly. The institution has constituted a Grievance Cell, Anti Ragging, and Anti Sexual harassment to address and redress the issues reported by students. It is resolved by an unbiased enquiry by the committee members.

The cell encourages the students to report any issue faced by them by dropping their complaints into the grievance boxes kept in the non – surveillance areas on the campus. The policy and rules have been framed in accordance with the guidelines prescribed by the University / UGC then and there. The committee conducts periodical meetings and timely redressal of the issue to comfort the petitioner.

S. Kothari

Principal

ETHIRAJ COLLEGE FOR WOMEN

Chennai - 8



1. Implementation of guidelines of statutory/ regulatory bodies:

**GRIEVANCE COMMITTEE POLICY AND
GUIDELINES**

Ethiraj College for Women Grievance Committee is for the mediation of any grievance that the students of the institution may need in the academic or extracurricular activities in the college. It seeks to ensure that the principles of fair play and justice are upheld at all times and that no student grievance goes unaddressed. The Grievance Committee provides a platform where issues are sorted out in the best interest of the individual and the institution.

A) Composition:

1. Principal-Chairperson
2. Vice-Principal Aided -Member
3. Vice Principal Self-Supporting-Member
4. Controller of Examinations-Member
5. Faculty Member of the College Committee-Member
6. Student Union President- Ex Officio Member

B) Meetings and Quorum:

1. The Grievance Committee will meet as and when the need arises with a minimum of one meeting being held every semester.
2. All the proceedings of the meeting are to be kept confidential.
3. A minimum of three members including the Principal must be present at each meeting.
4. No member of the Grievance Committee against whom a complaint has been raised or who is raising the issue will participate in the deliberations as a committee member for the issue in question.

C) Scope of the Committee:

1. The Grievance Committee will consider individual grievances raised by a student and not collective grievances of a group of students which may be addressed to the appropriate authorities.
2. The complaint raised may refer to any alleged injustice or grievance against any area of college life including teaching, learning, assessment, infrastructure, administration, governance or extracurricular activities.

S. Kotarai
Principal

ETHIRAJ COLLEGE FOR WOMEN (Autonomous)
Chennai – 600 008



D) Procedure to raise a complaint:

1. The aggrieved student shall submit the complaint in writing or as an email to the Principal and also inform the Head of the Department of the same.
2. Anonymous complaints will not be taken up for redressal.
3. On receipt of a petition the Chairperson of the Committee will convene a meeting within seven working days.
4. The Committee should meet and discuss the ways to mediate and settle the issue.
5. The parents of the student should be informed from when the complaint is received until the issue is settled.
6. Only where necessary the aggrieved student should be asked to testify before the committee and she must be provided with all assistance and consideration during the process. The Committee should also give a fair hearing to the person against whom the complaint is made.
7. The Committee should give its finding and recommendation within one month from the date of the complaint. The findings and recommendation should be conveyed to both parties concerned and a copy of the same should be placed before the Heads Council to be recorded for further necessary action.
8. Wherever necessary the student should be provided professional counseling services of the college.

S. Kothari

Principal

ETHIRAJ COLLEGE FOR WOMEN
Chennai - 8

ETHIRAJ COLLEGE FOR WOMEN, (AUTONOMOUS) CHENNAI-08

INTERNAL COMPLAINTS COMMITTEE

PREVENTION OF SEXUAL HARRASSMENT POLICY

Ethiraj College for Women is dedicated to provide a safe environment for all its students and employees, free from discrimination on any ground and from harassment at work including sexual harassment.

The Internal Complaints Committee of the college is committed to providing a safe campus for all students and employees free of sexual harassment* of any kind (*As defined by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

The Internal Complaints Committee of the College resolves that, it will operate a zero tolerance policy for any form of harassment in the institution, and promptly investigate all allegations of harassment. All complaints of harassment will be taken seriously and treated with respect and dignity and with the strictest confidence.

The procedure for filing a complaint with the committee and rules to be followed in handling complaints is detailed below:

- The aggrieved person shall make a written complaint with all evidences/complaints directly to the Chairperson of the committee within two months of the incident.
- All complaints will be dealt confidentially. Anonymous complaints will not be entertained.
- The complaints must be registered and acknowledged by the Internal Complaints Committee within two weeks.
- The Internal Complaints Committee will decide on the nature of enquiry to be conducted on the victim and the person causing harassment to ascertain the form and degree/frequency of harassment etc., The committee shall maintain full proceedings as confidential.
- Based on detailed enquiry, the committee shall submit a confidential report directly to the Head (Principal) of the institution within two months and the Head of the institution shall act within two months. If the complaint is against the Head of the institution, the report shall be submitted to his/her higher authority
- The complaint shall be disposed-off within six months from the date of receipt of the complaint.

Only matters pertaining to sexual harassment of teaching and non-teaching staff and students will be under the jurisdiction of the Internal Complaints Committee.

Other conflicts and grievances if submitted to the ICC will be forwarded to the Grievance Redressal Committee of the college.

S. Uthairai
Principal



RULES AND REGULATIONS ISSUED AT THE TIME OF ADMISSION TO STUDENTS

At the time of admission, the college issues an Assurance Form to the students and it comprises rules and regulations of the college including Anti Ragging. The Assurance is signed by the Parents/ Guardian abiding to the rules and regulations of the college.



ETHIRAJ COLLEGE FOR WOMEN CHENNAI - 600 008

RULES AND REGULATIONS

Dear Parent / Guardian,

We in Ethiraj College firmly believe in moulding responsible and respectable citizens who will stand out unique by the strength of their character and excellence of their achievement. We look forward to your kind cooperation and support in helping us to achieve this goal. Strict adherence to the following guidelines is earnestly solicited:

1. COLLEGE WORKING HOURS:

DAY ORDER SYSTEM is being followed

Aided Courses : 8.00 am to 1.30 pm. (Break : 11.00 am to 11.30 am) Monday to Friday and few Saturdays as mentioned in the college calendar.

Self Supporting Courses : 11.30 am to 5.00 pm. (Break 1.30 pm to 2.00 pm) Monday to Friday and few Saturdays as mentioned in the college calendar.

Please ensure that your daughter is in the college 15 minutes before the commencement of the classes.

2. ATTENDANCE

★ Minimum 75% attendance is mandatory, failing which the student will not be permitted to take the semester examination. Irregular attendance will be intimated to you and we look forward to your prompt response.

★ Kindly contact the Head of the Department once in two months to ensure the progress, attendance and other matters relating to your daughter.

3. CONTINUOUS ASSESSMENT

Students are evaluated on a continuous basis for 40% of the total marks. Two Continuous Assessment Tests would be conducted as per the schedule mentioned in the college calendar to help students secure good marks. Participation in class discussions and seminars/ assignment are mandatory.

4. DRESS CODE

Kindly ensure that your daughter wear a decent and modest attire to college.

S. Kothari
Principal

ETHIRAJ COLLEGE FOR WOMEN (Autonomous)

Chennai – 600 008



5. ASSEMBLY

★ Aided Courses : Every Monday at 8.00 am

★ Self Supporting Courses : Every Wednesday at 11.30 am.

The assembly aims at enriching the knowledge of the students and to provide important instructions and information. Hence the student has to attend the assembly without fail.

6. OUT OF BOUNDS

The College emphasizes on the discipline and safety of the student in the busy outside world. The Wellington Estate, Kanchi Hotel, Spencer Plaza and the Shivalaya complex are out of bounds for the students of our college.

7. SPECIAL CLASSES / CERTIFICATE COURSES

Saturdays not mentioned as working days in the College Calendar are meant for the conduct of Add on courses sponsored by the UGC, Special Classes and Certificate courses conducted by various departments.

8. EXTRA CURRICULAR ACTIVITIES

Participation in NCC, NSS, YRC, Rotaract, Sports, RRC (SS), CSS (SS) is mandatory for which credits will be provided to the first and second year students.

9. OUTSIDE PARTICIPATION

Any participation by the students outside the college is subject to the approval of the concerned Head of the Department.

10. MOBILE PHONES

Possession and use of mobile phones are strictly prohibited inside the college campus. Students violating will be severely dealt with.

11. GREEN CAMPUS

It is the responsibility of every student to keep the campus clean and green in order to preserve this citadel of learning.

12. RAGGING

The College strictly adheres to the Tamil Nadu Prohibition of Ragging Act 1997. Any incident of ragging can be complained to the Principal (in person/complaint box/email).

PRINCIPAL



ETHIRAJ COLLEGE FOR WOMEN

CHENNAI - 600 008

ASSURANCE BY PARENT/GUARDIAN

Name of the Student : _____

Class : _____

Department : _____

Father's/Guardian's Name : _____

Mother's Name : _____

Residential Address
with Telephone Number : _____

Official Address of Father/
Guardian with Telephone
Number : _____

Official Address of Mother
with Telephone Number : _____

I have received a copy of the Rules and Regulations of this institution and I hereby assure you that my daughter will abide by them.

Signature of the Student Signature of the Parent/Guardian

S. Kothari

—Principal

ETHIRAJ COLLEGE FOR WOMEN
Chennai - 8



2. Organisation wide awareness and understandings on policies with zero tolerance.

WORKSHOP / SEMINAR / EVENTS ORGANISED TO CREATE AWARENESS ON GENDER

Gender Sensitization Workshop

Date	: 23.10.2019
Timings	: 10 a.m. to 2p.m.
Venue	: Ethiraj women for college
Department	: Centre for women's studies
Number of participants / beneficiaries	: 150

Description of the event:

The Gender Sensitisation Workshop for the faculties was organised on 23rd October, 2019. Dr. Bharathi Harishankar, Head, Department of Women Studies, Madras University, delivered a lecture on “Historical perspective of women studies” followed by a lecture on “Crime against women” delivered by Dr. AnanthaRamakrishnan, Assistant professor, Department of Criminology, Tamilnadu Open university. Dr. S. Radhai, Research consultant, delivered a lecture on “Women and globalisation” followed by a lecture on “Women and local governance” by Dr. K. Kalaiselvi, Research scholar, Pondicherry University.



S. Kothari
Principal



WOMEN'S TODAY

The Department organized a guest lecture on “Women’s Today” in the Mini Auditorium for the UG and PG students on 8th October 2018. Dr.V.Ganesan, Associate Professor, Department of English, A.M. Jain College, Chennai was the invited speaker. The talk was about the challenges faced by today’s Women and strategies to safeguard themselves in the changing scenario. He also spoke to the students about equipping themselves with the related skills and on the importance of learning languages. He persuaded the staff to identify the inborn talents of the students and motivate them accordingly to develop the same.



S. Kotthari
Principal

ETHIRAJ COLLEGE FOR WOMEN
Chennai - 8

ETHIRAJ COLLEGE FOR WOMEN (Autonomous)
Chennai – 600 008



01.04.2022

From
Ethiraj College Anti Sexual Harassment Cell- Internal Complaints Committee
Ethiraj College for Women
Egmore, Chennai – 600008.

To
The Principal
Ethiraj College for Women
Egmore, Chennai – 600008.

Respected Madam,

Sub: Awareness Programme on Prevention of Sexual Harassment- regarding

The Anti Sexual Harassment Cell- Internal Complaints Committee of Ethiraj College for Women is planning to organize an awareness programme on 'Prevention of Sexual Harassment at the Institution and the role of the committee' on 7th April 2022 at the Auditorium.

We are planning to target representatives from final year undergraduate students from both streams. We request you to kindly approve the same.

Thanking you

Yours Sincerely

Amaya
(R.K. Maya)

Chairperson - sec.

S. Kothari
1/4/22

S. Kothari

PRINCIPAL
ETHIRAJ COLLEGE FOR WOMEN
AUTONOMOUS
EGMORE, CHENNAI - 600008

S. Kothari

Principal

ETHIRAJ COLLEGE FOR WOMEN
Chennai - 8



**ETHIRAJ COLLEGE FOR
WOMEN**



INTERNAL COMPLAINTS COMMITTEE
(ANTI-SEXUAL HARASSMENT CELL)

Organises

Awareness Programme

on

**Prevention of Sexual
Harassment Act**

B S AJEETHA

Advocate, High Court of Madras

Auditorium, Ethiraj College

7.4.2022, 12 Noon

Street Play by Students of PG Department
of Human Rights and Duties Education

MEMBERS

Internal Complaints Committee
Ethiraj College for Women

Dr.S KOTHAI

Principal and Secretary
Ethiraj College for Women

S.Kothai
Principal



LINKS

1. Anti Ragging Committee:

<https://ethirajcollege.edu.in/anti-ragging-committee/>

2. Sexual Harasment Redress Cell:

<https://ethirajcollege.edu.in/anti-harassment-cell/>

3. Grievance Cell:

<https://ethirajcollege.edu.in/grievance-cell/>

S. Kothari
Principal

ETHIRAJ COLLEGE FOR WOMEN
Chennai - 8



3. Mechanisms for submissions of online / offline Students' grievances:

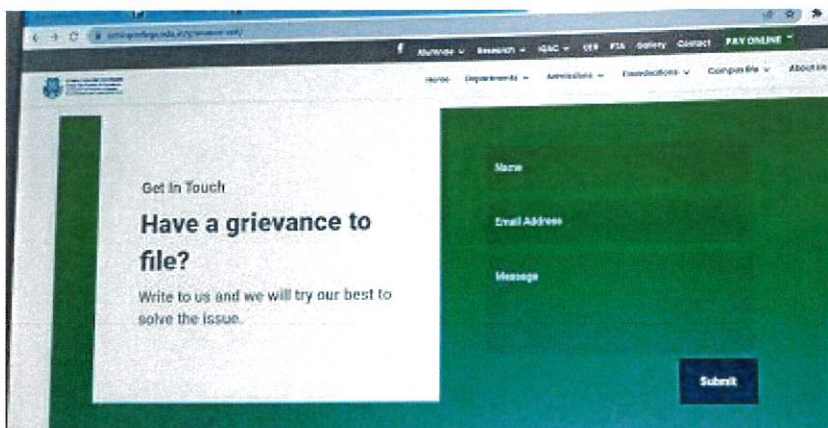
The cell encourages the students to report any issue faced by them by dropping their complaints into the grievance boxes strategically placed to protect the identity of the student.

Grievance Box



Online Grievance Submission:

<https://ethirajcollege.edu.in/grievance-cell/>



S. Kothari
Principal



4. Timely redressal of the grievances through appropriate committees:

Year Wise Number of Cases Reported and Resolved

Cell	2020 - 21	2019 - 20	2018 - 19	2017 - 18	2016 - 17
Grievance Cell	Nil	Nil	Nil	Nil	Nil
Anti - Ragging Cell	Nil	Nil	Nil	Nil	Nil
Anti - Sexual Harassment Cell	Nil	Nil	Nil	Nil	Nil

S. Kothari

Principal

ETHIRAJ COLLEGE FOR WOMEN
Chennai - 8