

Off : 04862 224366
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AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO KUHS)

RUN BY NOORUL ISLAM TRUST

PERUMPILICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA- 685 605

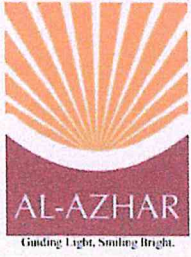
5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances/prevention of sexual harassment and prevention of ragging

INDEX SHEET

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Prof. D. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha -685 605



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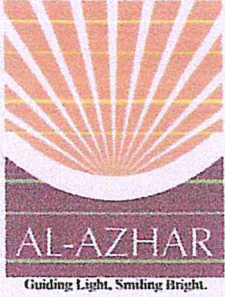
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CERTIFICATE OF THE HEAD OF THE INSTITUTION



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Dr. HARVEY THOMAS MDS

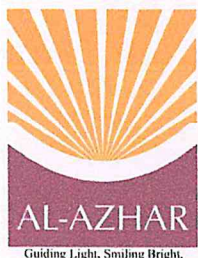
PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge



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ANTI RAGGING COMMITTEE AND POLICY



AL-AZHAR DENTAL COLLEGE

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Perumpillichira P. O., Thodupuzha, Idukki Dt., Kerala - 685 605

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Office : 04862 - 224366

Chairman : 04862-229193

: 9447033439

Fax : 04862 - 229586

Date: 11-08-2017

Date

ANTIRAGGING COMMITTEE

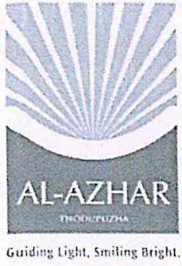
Ragging is a disturbing reality in the higher education system of our country. Despite the fact that over the years ragging has claimed hundreds of innocent lives and has ruined the careers of thousands of bright students, the practice is still perceived by many as a way of 'familiarization' and an 'initiation into the real world' for young college-going students. To curb the menace of Ragging and its effects within the campus, the institution has formulated Anti-Ragging committee.

As per the Raghvan Committee constituted by the Hon'ble Supreme Court, the institution identifies following as acts of ragging. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.

- (i) Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the professional institutions in medicine.
- (ii) Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
- (iii) 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 can be put in the category of ragging with criminal dimensions.
- (iv) Any act or abuse by spoken words, emails, snail-mails, public insults should be considered with in the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'fresher's' in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging — coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspect of ragging.
- (v) The political aspect of ragging is apparent from the fact that incidents of ragging are low in institutions which promote democratic participation of students in representation and provide an identity to students to participate in governance and decision making within the institute bodies.
- (vi) The 'human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.



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PREVENTIVE MEASURES TAKEN BY THE INSTITUTION AS PER UGC GUIDELINES GIVEN TO HIGHER EDUCATION IN 2009

- I. Institution conducts Anti- Ragging awareness campaign and programmes to spread awareness.
- II. Educating students about Anti-Ragging through display of posters and banners.
- III. Anti-Ragging Squad created for enquiries and complaint lodgment.
- IV. Anti-Ragging Monitoring cell created to monitor the daily activities of students
- V. Empowering hostel wardens from time to time.

MODE OF COMPLAINT REGISTRATION AT THE INSTITUTION

The student shall give a written complaint in his/her own words to the head of the institution or in their absence can be handed over to any members of the anti-ragging committee. Due action will be taken based on the enquiry report submitted by the committee to the head of the institution. Head of the institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities.

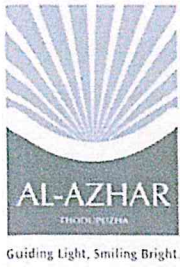
ACTIONS TAKEN AT THE INSTITUTION LEVEL AS PER THE UGC GUIDELINES FOR HIGHER EDUCATION DATED APRIL 2009 (UNDER SECTION 26(1)(g) OF THE UGC ACT,1956)

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- 1 Suspension from attending classes and academic privileges
- 2 Withholding/withdrawing scholarship/fellowship and other benefits
- 3 Debarring from appearing in any test/examination or other evaluation process
- 4 Withholding results



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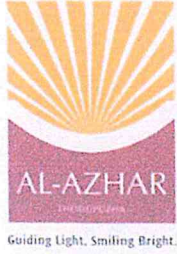
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- 5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc. .
- 6 Suspension/expulsion from the hostel
- 7 Cancellation of admission
- 8 Rustication from the institution for period ranging from 1 to 4 semesters
- 9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- 10 Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

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Ref: AADC/XVII/3/22

Date: 20-12-2022

COLLEGE COMMITTEE FOR PREVENTION OF RAGGING ACTIVITIES

Pursuant to the supreme court order dated. 24-06-2004 & in compliance with the prohibition of Ragging Act 1998 and the order from the Govt. of Kerala, Higher Education Dept. GORT NO. 1943/05/H.Edn. Dated 21-11-05, a College committee for prevention of ragging was constituted on 20-12-2022 for the academic year 2022-23

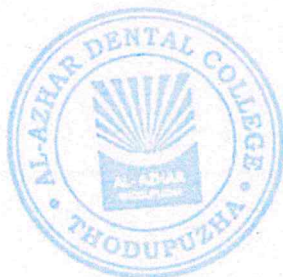
Following are the members of the committee.

- | | | |
|-----------------------------|---|--------------|
| 1. Chairman | : Prof. Dr. Harvey Thomas (Principal) | - 9610169970 |
| 2. Convener | : Dr. Amal E A (Administrative Officer) | - 9497720069 |
| 3. Management Nominee | : Adv. K. M. Mijas (Managing Director) | - 9747410069 |
| 4. Senior Faculty Member | : Prof. Dr. Sajil John (Professor) | - 9447774777 |
| 5. Senior Faculty Member | : Prof. Dr. Litto Manuel (Professor) | - 9496633333 |
| 6. Senior Faculty Member | : Prof. Dr. Joby Poullose (Professor) | - 9446323720 |
| 7. Faculty Member | : Dr. Rahul J (Reader) | - 9645454284 |
| 8. Lady faculty | : Prof. Dr. Renu Ann Mathew (Professor) | - 9447717842 |
| 9. Lady faculty | : Dr. Elizabeth Sojan (Sr. Lecturer) | - 9632863361 |
| 10. Lady faculty | : Dr. Anu Mathew (Sr. Lecturer) | - 9497333562 |
| 11. PTA Nominee | : Mrs. Rasiya V A | |
| 12. Local nominees | : Mrs. Laila Kreem | |
| 13. Student Representatives | : Akshay P. V(2020) | |
| | : Murshida Praveen P (2019) | |
| | : Afiya T. S (2018) | |
| | : Kailas Nair (2017) | |
| | : Aparna Ajith (2016) | |

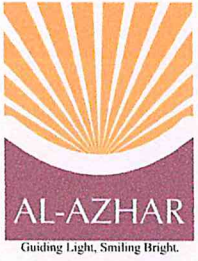
The committee shall

- Keep continuous watch & vigil on ragging incidents
- Promptly deal with the incidents of ragging brought to the notice & summarily punish the guilty putting forth its finding/suggestion before the authority competent to take action.
- Ensure compliance of the provisions of the Kerala Prohibition Ragging Act 1998 (Act 10 of 1998)

PRINCIPAL



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Principal
Al-Azhar Dental College
Thodupuzha - 685 605



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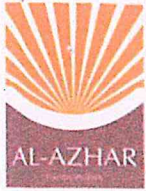
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STUDENT GRIEVANCE REDRESSAL CELL POLICY



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Chairman : 04862-229193
: 9447033439
Fax : 04862 - 229586

Date 29-05-2018

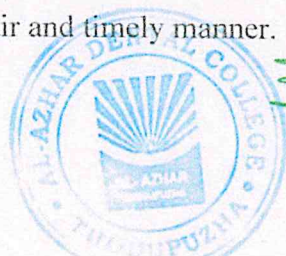
STUDENTS GRIEVANCE REDRESSAL CELL POLICY

The objective of the Students Grievance Redressal cell is to receive and address complaints made by students regarding any academic or non-academic issues within the campus. The cell can be accessed through online platforms or by using the grievance box. The formation of the Grievance Redressal committee at Al Azhar Dental college in Thodupuzha complies with the regulations set forth by the University Grants Commission (UGC) Act of 1956, Section 26, Subsection 1, and the UGC Regulations of 2012 and 2018.

The main objectives of the Grievance Redressal committee are as follows:

- To ensure a fair and transparent process for addressing grievances of the students and other stakeholders of the institution.
- To provide a platform for students to voice their grievances related to academic and non-academic matters, and to ensure that their complaints are addressed in a timely and effective manner.
- To foster a positive and healthy environment within the institution, where students feel comfortable expressing their concerns and feedback.
- To ensure that all stakeholders are aware of their rights and responsibilities, and that they understand the procedures for filing complaints and grievances.
- To promote a culture of continuous improvement within the institution, where feedback from students and other stakeholders is taken seriously and used to improve the quality of education and services.
- To maintain a convenient ambience of academic teaching and learning by addressing the grievances of the students and other stakeholders in a satisfactory manner.

Overall, the Grievance Redressal committee is committed to providing a supportive and responsive environment for students and other stakeholders, and to ensure that their grievances are addressed in a fair and timely manner.



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College

FUNCTIONS:

1. Accepting written grievances from students and staff related to the system.
2. Creating and implementing a mechanism to handle the reported grievances.
3. Forwarding the findings to the management if necessary for further action.
4. Listening, recording, and scrutinizing the grievances submitted by the staff and students and taking necessary steps immediately.
5. Attending to the grievances based on the authenticity and gravity of the criticisms made.
6. Representing the grievances to the concerned section, which may include maintenance, transport, academic, amenities, etc.
7. Convening periodic meetings to discuss whether the grievances have been settled.
8. Making a follow-up of these matters at regular intervals till their final disposal.
9. Maintaining strict confidentiality, if necessary.

ISSUES COMING UNDER GRIEVANCE REDRESSAL COMMITTEE

The Grievance Redressal Committee deals with grievances related to both academic and non-academic issues.

The academic grievances may include admission, tuition fees, examinations, results, discrimination of students, postings, attendance, stipend, and clinical work.

The non-academic grievances may include harassment by students and faculty, hostel issues, mess problems, and other personal problems. Other personal problems, including but not limited to mental health issues, safety and security concerns, transportation issues, and any other non-academic issues that may affect the well-being and academic progress of the students.

MECHANISM OF RECEIVING AND REDRESSAL OF GRIEVANCES:

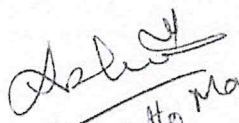
1. Complaint boxes have been installed in college campus which students want to remain anonymous: This provides an option for students to submit their grievances without revealing their identity.
2. Students can send complaints online or offline: This allows students to submit their grievances through various modes, making it easier for them to communicate their concerns.




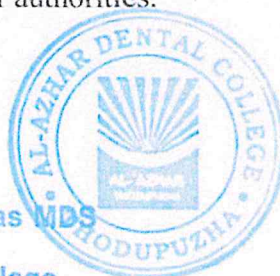
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Al-Azhar Dental College
Thodupuzha - 685 605


3. Person concerned can personally approach any member of the cell: This gives students and staff the option to approach members of the Grievance Redressal Committee directly to discuss their grievances.
4. Review all grievances and follow the UGC guidelines while resolving grievances: The Grievance Redressal Committee is responsible for reviewing all grievances and following the guidelines set by the UGC (University Grants Commission) to ensure that the complaints are addressed effectively.
5. Grievance Redressal Committee shall consider only individual grievances of students and staff: The Committee will consider only those grievances that are related to individual students or staff and not those that are of general applicability or collective nature.
6. Grievance Redressal Committee shall not consider any grievances of general applicability or of collective nature by the employee or student: This means that the Committee will not address grievances that are of general concern or those that affect a group of students or staff members.
7. Post receipt of complaint application, the committee will decide on the merit of the case regarding scope of further discussion, investigation and act promptly: The Committee will review the complaint and decide whether further investigation is required. They will act promptly to ensure that the grievance is addressed in a timely manner.
8. Grievance Redressal Committee will mediate between the complaint and the defendant against whom the complaint has been made: The Committee will act as a mediator between the complainant and the defendant to resolve the issue amicably.
9. Grievance Redressal Committee shall consider redressing of grievances within a reasonable time: The Committee will make every effort to address the grievances in a reasonable time frame.
10. The Committee will give a report to the authority about the cases attended and seek guidance from the higher authority: The Committee will submit a report to the authority about the grievances they have addressed and seek guidance from the higher authority if necessary.

The institution has a continuous mentor-mentee program in place where every student is assigned a mentor. The mentors meet with their mentees once a month to discuss their academic and non-academic concerns. These concerns are recorded and monitored by the mentor, and any unresolved issues are escalated to higher authorities.


Dr. ditto Manuel


Prof. Dr. Harvey Thomas MDS
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Prof. Dr. V.A. AFZAL., M.D.S.
Principal
Al-Azhar Dental College
Perumpillichira P.O., Thodupuzha-685 605

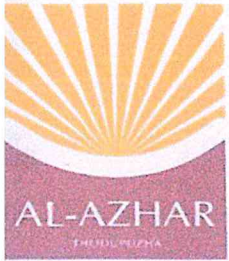
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Guiding Light, Smiling Bright.

GRIEVANCE REDRESSAL FORM

Name of the student

Year

Course

Signature

Date

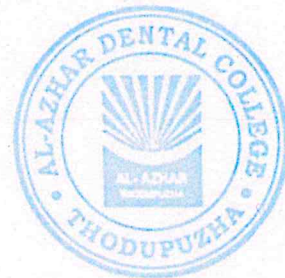
To be filled by the Grievance Redressal committee

1) Complaint received

2) Comments of GRC

Signature

Date



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Al-Azhar Dental College
Thodupuzha - 685 605

AL -AZHAR DENTAL COLLEGE

STUDENTS GRIEVANCE REDRESSAL FORM

The form is to be submitted by the student to the Grievance Redressal cell .

Type of complaint (tick the appropriate option)	Provide the specific details of the complaint
A. Admission policy B. Prospectus C. Certificate denial D. Fees related E. Reservation F. Discrimination of students G. Scholarships H. Examination and results I. Student amenities J. Teaching K. Evaluation process L. Posting M. Attendance N. Stipend O. Clinical work P. Any harassment by a colleague/ faculty or non- teaching staff Q. Hostel issues R. Mess problems S. Any other personal problems	

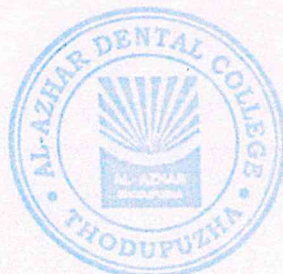
PARTICULARS OF THE STUDENTS (TO BE FILLED BY THE CANDIDATE)	
NAME OF STUDENT / Anonymous	
YEAR	
COURSE	
SIGNATURE AND DATE	

To be filled by the Office of Grievance Redressal Committee

1. Complaint received on : Date –
2. Comments of Grievance Redressal cell

Signature

Date



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Chairman : 04862-229193
: 9447033439
Fax : 04862 - 229586

Date

Date: 09-07-2018

STUDENTS GRIEVANCE REDRESSAL CELL

Students Grievance Redressal cell aims to look into complaints lodged by any student and address it as per requirement. Students can state their grievances regarding any academic and non-academic matter within the campus through online and grievance box

As per university grant commission act 1956, sec 26 sub section 1, UGC regulation 2012 and 2018 the GRC (Grievance Redressal committee) is formed in Al Azhar Dental college, Thodupuzha.


The cell is formed in academic year July 9th 2018.

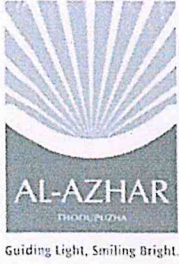
OBJECTIVES

Grievance Redressal committee has been developed to settle the grievances of the student and the stake holders within a reasonable time period for further strengthening the bond between students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

FUNCTIONS

- 1) To accept written grievances from students and staff related to the system.
- 2) To create and implement a mechanism to handle the reported grievances.
- 3) To forward the findings to the Management if necessary for further action.
- 4) To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- 5) To attend to the grievances based on the authenticity and gravity of the criticisms made.
- 6) To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
- 7) To convene periodical meetings to discuss whether the grievances have been settled.


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8) To make a follow-up of these matters at regular intervals till their final disposal.

9) To maintain strict confidentiality, if necessary.

According to UGC Regulation 2018

COMMITTEE MEMBERS

Chairperson - Principal - Prof. Dr. Afzal V.A

Nodal officer - Coordinator- Dr. Joe Manuel

Member secretary - Administrative Officer - Dr. Arun Thomas Alapatt

Member - Dr. Muhammed Afnan

Member - Dr. Joice Thomas

Member - Dr. Kevin Joy

Member - Dr. Anjaly V. A

Member- Dr. Anjana Mohankumar

Student member - Kailas R Nair

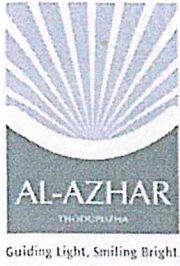
Student member - Ananya K

ISSUES COMING UNDER GRIEVANCE REDRESSAL COMMITTEE ACADEMIC

- 1) Admission
- 2) Tuition fees
- 3) Examinations
- 4) Result
- 5) Discrimination of students
- 6) Postings
- 7) Attendance
- 8) Stipend and clinical work

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NON – ACADEMIC


- 1) Harassment by student and faculty
- 2) Hostel issues
- 3) Mess problems
- 4) Other personal problems

MECHANISM OF RECEIVING AND REDRESSAL OF GRIEVANCES

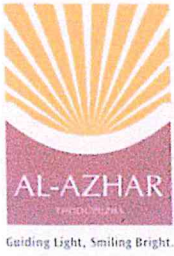
- 1) Complaint boxes have been installed in college campus which students want to remain anonymous
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- 8) Grievance Redressal committee will mediate between complaint and defendant against who the complaint has been made
- 9) Grievance Redressal committee shall consider redressing of grievances within a reasonable time
- 10) Committee will give report to the authority about the cases attended and seek guidance from the higher authority

The institution has ongoing mentor mentee programme under which each student is allotted to a mentor. Mentors meet their mentees once every month to discuss their academic and non-academic issues. these issues are noted and followed up by the mentor and unresolved issues are reported to higher authorities.


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Principal
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AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO KUHS)

RUN BY NOORUL ISLAM TRUST

PERUMPILICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA- 685 605

Ref: AADC/XVII/2/22

Date:12-07-2022

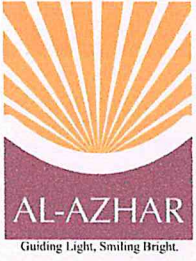
STUDENTS GRIEVANCE REDRESSAL CELL

The following are the members of grievance redressal cell for the academic year 2022-2023

1. Prof. Dr. Harvey Thomas - Principal
2. Dr. Amal E A - Administrative Officer
3. Dr. Renu Ann Mathew - Coordinator (Senior teaching faculty member)
4. Dr. Anjaly V. A - Member (Teaching faculty)
5. Dr. Anjana Mohan kumar - Member (Teaching faculty)
6. Dr. Joe Manuel - Member (Teaching faculty)
7. Dr. Diana Kuriachan - Member (Teaching faculty)
8. Ms. Rasheela A - Office member
9. Ms. Naseera M H - Office member
10. Kailas R Nair - Student Member
11. Ananya K - Student Member



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ANTI-SEXUAL HARASSMENT CELL POLICY



AL-AZHAR DENTAL COLLEGE

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RUN BY NOORUL ISLAM TRUST
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URL: <http://www.alazhardental.org> E-mail: alazhardentalcollege@gmail.com

Office : 04862 - 224366
Chairman : 04862-229193
: 9447033439
Fax : 04862 - 229586

Date 11-06-2018

ANTI-SEXUAL HARRASMENT CELL POLICY

In compliance with the directives of the Supreme Court of India, Al Azhar Dental College has established an Anti-Sexual Harassment Cell aimed at fostering a pleasant and favourable environment within the campus. This is to ensure that the students, faculty, and non-teaching staff can collaborate in a space that is devoid of any form of violence, exploitation, intimidation, or harassment.

The objectives of the Anti-Sexual Harassment Cell at Al Azhar Dental College are:

1. To prevent discrimination and sexual harassment against women on the campus.
2. To ensure that the institution provides a harassment-free environment.
3. To address any complaints related to harassment.
4. To create an environment that is free from gender-based discrimination.
5. To ensure that all facilities are equally accessible to everyone and that all students can participate in college activities.
6. To promote a social and psychological environment that raises awareness about sexual harassment in all its forms.
7. To hold meetings three times a year to review its policies and guidelines.
8. To hold emergency meetings and conduct inquiries promptly upon receipt of a complaint and take appropriate actions.

MODE OF ACTION BY THE COMMITTEE

The Anti-Sexual Harassment Committee will take action to address any form of sexual harassment, which is defined as unwanted behaviour with sexual connotations that demeans, humiliates, or creates a hostile and intimidating environment, or is intended to induce submission through adverse consequences. This includes physical contact, requests for sexual favours, sexually suggestive remarks, showing pornography, and other unwelcome physical, verbal, or nonverbal conduct of a sexual nature.

Any member of the institution who experiences sexual harassment may file a written complaint, signed and addressed to any member of the committee. The committee will initiate



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an inquiry upon receiving the complaint, involving interviews with the complainant, accused, and any other relevant parties.

The accused will receive a notice from the committee requesting a written explanation of the incident that led to the complaint within one week. If the explanation is not satisfactory, or if no explanation is provided, the committee will determine appropriate action after further meetings.

If the committee cannot establish a prima facie case of sexual harassment against the complainant, the complaint will be dropped. The committee will then submit its findings to the head of the institution for further action.

In cases involving physical molestation or rape on the college or society premises, the accused will be immediately suspended by the head of the institution, pending the completion of an investigation and appropriate legal action taken in accordance with the Indian Penal Code.

PUNISHMENT FOR SEXUAL HARASSMENT

At Al Azhar Dental College, anyone who is found guilty of sexual harassment will be subject to punishment in accordance with the penalties for minor and major misconduct as prescribed by government or university rules.

The following punishments may be imposed on the offender:

- A warning or reprimand
- Suspension or restriction of entry to the institution premises for a specific period of time
- Reformatory punishments such as mandatory counselling or community service
- Any other punishment defined by the government or university act
- If the offender is an employee, they will be punished according to the service rules of the institution.

PROTECTION AGAINST VICTIMIZATION

In case the complainant is a student and the accused is a teacher, during the investigation and inquiry, and even after such an inquiry, if the teacher is found guilty, they will not be allowed to act as an examiner for any examination in which the student appears.

The institution also ensures that the complainant will not face any form of victimization or retaliation as a result of filing a complaint of sexual harassment.

Dr. Aritha Naravel



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