



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016  
Ph: 0471 2598122; Fax: 2598522 [www.ktu.edu.in](http://www.ktu.edu.in) Email: [university@ktu.edu.in](mailto:university@ktu.edu.in)

No. KTU/ASST(ACADEMIC)/1589/2019

Dated: 31.12.2020

## CIRCULAR

Sub:- APJAKTU - Academic - Directive of UGC - Constitution of Internal Complaints  
Committee at affiliated Institutions - Circulated - Reg

Ref :- Gazette Notification No. No. F. 91-1/2013(TFGS ) Dated 02.05.2016 of the University  
Grants Commission

As per reference cited, the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 has been enacted by the UGC regarding formation of Internal Complaints Committee at College level for the prevention, prohibition and redressal of sexual harassment of women employees and students in Higher Educational Institutions.

The provisions of the above Regulations shall be strictly adhered to by all the affiliated Institutions of the University. Also all the Institutions are directed to publish in the Notice Board and update their website with all the information related to constitution of the Internal Complaints Committee with relevant details including phone numbers of the members and the redressal mechanism, punishments etc.

**Dr. Bijukumar R \***

Dean (Academic) in Charge

To

1. All affiliated Institutions
2. JD(IT) for publishing in the University website
3. PS to VC / PVC, CE / Dean(s) / FO
4. SF / FC

Forwarded / By Order

Section Officer

\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केन्द्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुशंसा करना;
- (एच) यदि वह किसी राज्य अधिनियम के अन्तर्गत स्थापित अथवा नियमित विश्वविद्यालय है तो उसके इस स्तर को आहरित करने के लिए उपयुक्त राज्य सरकार को सिफारिश करना;
- (आई) जैसे कि विश्वविद्यालय अनुदान आयोग अधिनियम 1956 के अन्तर्गत प्रावधान किया जाना हो तदनुसार अपने अधिकारों के अनुसार यथोचित रूप से ऐसी समयावधि के लिए दण्ड प्रदान कर सकता है जिस समय तक वह संस्थान इन विनियमों में निर्धारित प्रावधानों का अनुपालन नहीं करता है;
- (जे) इन विनियमों के अन्तर्गत आयोग द्वारा उस समय तक कार्रवाई नहीं की जाएगी जब तक कि संस्थान को अपना पक्ष प्रस्तुत करने के लिए प्रदत्त सुअवसर के आधार पर उनकी सुनवाई कर ली गई हो;

[विज्ञापन—III/4/असा./53]

जसपाल एस. संधु, सचिव, यूजीसी

**MINISTRY OF HUMAN RESOURCE DEVELOPMENT**

(University Grants Commission)

**NOTIFICATION**

New Delhi, the 2nd May, 2016

**University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015**

**No. F. 91-1/2013(TFGS).**—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:—

1. **Short title, application and commencement.**—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
  - (2) They shall apply to all higher educational institutions in India.
  - (3) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—In these regulations, unless the context otherwise requires,—
  - (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
  - (b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
  - (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short- term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;





- (d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;

Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

- (j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means-
- (i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-
    - (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
    - (b) demand or request for sexual favours;
    - (c) making sexually coloured remarks
    - (d) physical contact and advances; or
    - (e) showing pornography"
  - (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
    - (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
    - (b) implied or explicit threat of detrimental treatment in the conduct of work;
    - (c) implied or explicit threat about the present or future status of the person concerned;
    - (d) creating an intimidating offensive or hostile learning environment;
    - (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;



- (6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.
- (7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.
- (8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.
- (9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.
- (10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.
- (11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.
- (12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.
- (13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
- (14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.
- (15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.
- (16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

**4. Grievance redressal mechanism.**—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-







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No. KTU/ASST6(ADMIN)/1902/2021

Thiruvananthapuram

Thiruvananthapuram

Dated: 31.07.2022

## CIRCULAR

Sub:- Affiliation and Renewal of Affiliation - Constitution of bodies and committee in Colleges affiliated to APJ Abdul Kalam Technological University as per Chapter 4 and 6 in the First Statutes of the University and UGC/AICTE Regulations- Revised Instructions - Issued - Reg.

Ref :- Circular No. KTU/ASST6(ADMIN)/1902/2021 dated 29/06/2021

As per the Circular cited, instructions were issued to constitute various committees / bodies in Colleges affiliated to the University as prescribed in the APJ Abdul Kalam Technological University First Statutes, 2020 and also as per regulations/directions issued by UGC and AICTE from time to time. Several institutions have sought clarity on the composition of various committees and bodies that are to be constituted in the Colleges as directed in the Circular cited above. The committees / bodies to be constituted in Colleges/institutions with its composition are detailed below.

(1) **Details of Governing Body** (Appendix 18 in APH 2021-22 and Chapter 4 Statute 4 Sub Statutes 1 and 2)

### 1. Governing Body in Government / Government Controlled Engineering Colleges

Sl. No.	Composition	Nature of selection
1	Chairman	An Industrialist who is interested in the development of Technical Education to be nominated by Govt.
2	Secretary	Principal/Head of Institution/Professor in charge of the Institution
3	One Member	<ul style="list-style-type: none"><li>To be nominated by DTE in case of Government Engineering Colleges</li><li>To be nominated by the Director/Head of Society in case of Government controlled self-financing engineering colleges</li></ul>
4	One Member	AICTE Nominee



Sl. No.	Composition	Nature of selection
1	Five Member	Five members of the teaching faculty to be nominated by the Principal as members out of which at least 2 members shall be SC/ST and one member shall be a woman.

(11) **Details of Internal Complaint Committee** (Clause 4 in AICTE (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016)

Sl. No.	Composition	Nature of selection
1	Presiding Officer	A women Professor/Associate Professor to be nominated by the Executive Authority
2	4 Members	Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority
3	3 Members	Three students (comprising of at least one girl student) of Pre-Final/Final year at UG/PG level
4	1 Member	One member from amongst NGOs or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority
At least one-half of the total members of the ICC shall be women		

(12) Selection Committees for Teaching and Non Teaching staff shall be constituted as per relevant Regulations/ directions of AICTE/UGC/CoA/other bodies, Government Orders/ directions, University Orders/directions issued from time to time.

(13) Planning & Monitoring Committee (Refer Chapter 6 Statute 3 Sub Statute 6)

(14) Career Guidance and Placement Unit (Ref. Chapter 6 Statute 3 Sub Statute 10)

(15) Teaching Department Association (Chapter 6 Statute 3 Sub Statute 12)

(16) Details of Admission Committee (with faculty members nominated by the Head of the Institution)

(17) Details of Examination Committee (with faculty members nominated by the Head of the Institution)

(18) Malpractice Prevention Committee (with faculties nominated by the Principal)

(19) Details of Library Committee (with faculty members, non-teaching staff, library staff and students nominated by the Head of the Institution)

(20) Details of Extra Curricular Activities Committee (with faculty members and non-teaching staff and students nominated by the Head of the Institution)

(21) Details of Amenities Committee with faculty members and non-teaching staff and students nominated by the Head of the Institution

(22) Details of Hostel Committee with Wardens, faculty members, non-teaching staff and students nominated by the Head of the Institution

The Principals of Colleges or Institutions / Managements of the College shall ensure

**Internal Complaint Committee** sensitizes the female faculty members and students on the prevention and prohibition of sexual harassment of woman at work place. According to the Supreme Court's order, Sexual Harassment is any unwelcome:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually colored remarks
- Display of pornographic content in any form
- Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.

**The objectives of the Internal Complaint Committee are as follows:**

- To develop a policy against sexual harassment of women at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.

### **FUNCTIONS**

- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a dignified and safe environment for women on campus.
- To provide a neutral, confidential and supportive environment for the campus community who may have been sexually harassed.
- To ensure fair and timely resolution of complaints about sexual harassment.
- To provide information regarding counseling and support services on the campus.
- To ensure that students, faculty and staff are provided with current and comprehensive information on sexual harassment and assault.

### **FREQUENCY**

The committee meets every six months.

### **Procedure**

An aggrieved person is required to submit a written complaint to the ICC. Upon receipt of the complaint, an inquiry is conducted. The enquiry report ( along with suggestions or recommendations) is submitted to the Head of the Institution who takes the action accordingly



# Toc H INSTITUTE OF SCIENCE & TECHNOLOGY

TIST

## SUMMARY

Sl. No.	Content
1.	UGC CIRCULAR
2.	KTU Notification
3.	KTU constitution of bodies and committees notification
4.	ICC formation circular 14/1/21
5.	Reconstitution of ICC 22,23,24
6.	Minutes of ICC 21,22,23
7.	Action taken report 21,22,23
8.	<p>Awareness Sessions on –</p> <ul style="list-style-type: none"> <li>• Gender sensitization 4/4/21</li> <li>• Self Defense 18/11/21</li> <li>• Drug addiction 7/1/22</li> <li>• Tech communities 6/1/22</li> <li>• Healthy eating 7/6/22</li> <li>• NIRBHAYAM launch 7/10/22</li> <li>• Mental health sessions 14/3/23</li> <li>• Cancer Awareness 23/3/23</li> <li>• Stem cell donation 21/4/23</li> <li>• Stress Management 13/10/23</li> <li>• Gender Equality 14/11/23</li> </ul>



QR/ACA 5.0 AY/55415/2023-2024

**Toc H Institute of Science & Technology**  
Arakkunnam 682313

Attended by:

Asst Prof Dr. Reena Madhu (Applied psychology and Counselling ) - Presiding Officer *Reena*

Asst Prof Dr. Saira Varghese (CSE) *Saira*

Asst Prof Mary Dhanya (CE) *Mary*

Mrs. Manju M Pillai (ECE) *Manju*

Mrs. Sreelegha Rajeev (EEE) *Sreelegha*

Prof. Mary Teresa Lopez (external Member) *Mary Teresa Lopez*

Ms. Natasha Marathakode Shafi *Natasha*

Mr. Roshan Mathew *Roshan*

Ms Sesha Sofia Thomas *Sesha Sofia Thomas*

Ms Nicy James *Nicy*

**Minutes of the Internal Compliance Committee Meeting Held on 13/7/23**

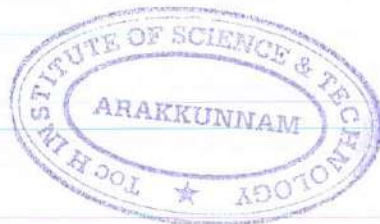
SLNo	ITEM	Details	RESPONSIBILITY	TARGET DATE
5.1	Stress Management	Session to be organized for First year students on how to handle stress	Dr. Reena Madhu	At the earliest
5.2	Gender Equality session	Session to be organized for First year students on 'Gender Equality'	Dr. Saira Varghese	At the earliest

Minutes prepared by

*Reena*  
Asst. Prof. Dr. Reena Madhu  
Presiding officer

Approved by

*Deepa*  
13/7/23  
Assoc Prof .Dr. Deepa Elizabeth George  
Convenor, Anti Sexual Harassment Cell and Women's Cell (Copy forwarded for information to: Principal , Vice Principal, HODs, AM



**Action taken for Minutes of the Internal Compliance Committee Meeting Held on 13/7/23**

Points	Action to be taken	Action taken
Stress Management	Session to be organized for First year students on how to handle stress	Session organized on 13 <sup>th</sup> October 2023
Gender Equality	Session to be organized for students on 'Gender Equality'	Session organized on 14 <sup>th</sup> November 2023

*Done ✓*  
*Residing officer*





SESSION ON

# GENDER EQUALITY

14.11.2023, 10 A.M  
RAMANUJAN HALL

Mr. Reji P Mathew  
Trainer/Author/ Teacher  
Resource Person

ORGANISED BY ORGANISED BY



## Gender Equality

A Session on "Gender Equality" was held for the first year students of Electronics, Information Technology and Robotics on 14<sup>th</sup> Nov 2023 at Ramanujan hall from 10 am to 12 pm.

It was jointly organized by Women's Development Cell, ICC-Internal compliance committee and DIWA- Dynamic and Innovative Women's Association. The session was handled by Mr. Reji P. Mathew who has several years experience as a trainer and educator. It was a informative session in which the various aspects of gender equality was discussed such as the origin of gender issues, the mindset of people and so on. The various laws protecting women was also discussed. He concluded the session by asking the students to respect each other irrespective of their gender and if a change is to happen in the society it should start with them.

Reji  
Pranav J









How to handle Stress

15.17

**Toc H**  **TIST**  
INSTITUTE OF SCIENCE & TECHNOLOGY

Arakkunnam P.O | Mulanthuruthy | Ernakulam | Kerala 682313

13<sup>th</sup> October 2023

2.00 pm - 3.00 pm

# How to handle Stress and Depression



13<sup>th</sup> October 2023




2.00 pm - 3.00 pm

Dr.  
Co



Organised by

**Toc H**

Women's Development Cell & 

**Dr. Jyothi Madhusoodhanan Nair**

Consultant Psychiatrist, Welcare Hospital



 Toc H Kochi

A NAAC ACCREDITED INSTITUTE WITH NBA ACCREDITED UG PROGRAMS



## "How to handle Stress and Depression"

A session on 'How to handle Stress and Depression' was conducted for the first year students of Computer Science on 13<sup>th</sup> October at Tagore hall from 2.00 to 3.00 pm.

Dr. Jyothi Madhusoodhan Nair, Consultant Psychiatrist, Welcare hospital handled the session on the causes of Depression and Stress, how it affects the daily routine and when to seek help. She also spoke on the topic of suicide. Overall it was an informative session

Recd  
Presented by Jyoti









**Toc H INSTITUTE OF SCIENCE & TECHNOLOGY**  
 Arakkunnam

No. TIST/P/55285/2022-23

13.02.2023

**CIRCULAR**

**Reconstitution of the Internal Complaints Committee**

This is for information that Internal Complaints Committee has been reconstituted with the following members -

- Asst Prof Dr. Reena Madhu (Applied Psychology and Counselling ) - Presiding Officer  
 9895567656
- Asst Prof Dr Saira Varghese (CSE) - 9947192191
- Asst Prof Mary Dhanya (CE) - 9995472022
- Mrs. Manju M Pillai (ECE) - 9495041768
- Mrs. Sreelegha Rajeev (EEE) - 9995563598
- Prof. Mary Teresa Lopez (external Member) - 9747340747  
 Former HOD, St. Teresa's College
- Ms. Natasha Marathakode Shafi 9746043891, S8, ECE
- Mr. Roshan Mathew 9744230702, S8, CSE
- Ms Sesha Sofia Thomas 9846539991, S8, CSE
- Ms Nicy James 7012606503, S4, CSE

cc to : All Notice Boards

All HODs

Accounts Section

A.M

Principal - for information

*Reena*  
 13/2/23

QR/ACA 5.0 AY/5510/2023-2024

Toc H Institute of Science & Technology  
Arakkunnam 682313

Attended by:

Asst Prof Dr. Reena Madhu (Applied psychology and Counselling) - Presiding Officer

Asst Prof Dr. Saira Varghese (CSE)

Asst Prof Mary Dhanya (CE)

Mrs. Manju M Pillai (ECE)

Mrs. Sreelegha Rajeev (EEE)

Prof. Mary Teresa Lopez (external Member)

Ms. Natasha Marathakode Shafi

Mr. Roshan Mathew

Ms Sesha Sofia Thomas

Ms Nicy James

Minutes of the Internal Compliance Committee Meeting Held on 13/1/23

Sl.No	ITEM	Details	RESPONSIBILITY	TARGET DATE
4.1	ICC Reconstitution	ICC is to be reconstituted	Dr. Reena Madhu	January 23
4.2	Mental Health sessions	Mental Health sessions to be conducted for women in neighboring community	Dr. Reena Madhu	February 23 onwards
4.3	Cancer Awareness session	Session on different types of Cancer affecting women to be arranged	Dr. Saira Varghese	March 23
4.4	Stem cell donation	Session to be arranged for creating an awareness about Stem cell and removing the false myths surrounding it	Asst Prof Mary Dhanya	At the earliest

Minutes prepared by

Asst. Prof. Dr. Reena Madhu  
Presiding officer

Approved by

Assoc Prof. Dr. Deepa Elizabeth George

Convenor, Anti Sexual Harassment Cell and Women's Cell (Copy forwarded for information to: Principal, Vice Principal, HODs, AM





Action taken for Minutes of the Internal Compliance Committee Meeting Held on 13/1/23

Points	Action taken	Date
ICC Reconstitution	ICC reconstituted	13/2/23
Mental Health sessions	Mental Health sessions conducted for women in neighboring community(Dr Reena Madhu)	14/3/23
Cancer Awareness session	Session on different types of Cancer affecting women arranged (Dr Angela Mariam)	23/3/23
Stem cell donation	Session arranged for creating an awareness about Stem cell and removing the false myths surrounding it( Ms Athulaya)	21/4/23

*Dr. Reena Madhu*  
President officer





COMMUNITY CLASS  
14/3/23







**WOMEN'S CELL**  **TOUGH**

TOCH INSTITUTE OF SCIENCE AND TECHNOLOGY

# CANCER AWARENESS CLASS

**DR. ANGELA MARIAM GEORGE**

General Practitioner at  
KARKINOS healthcare

ARCH

2:00 P.M.

**RAMANUJAN HALL**



DR. ANGELA MARIAM GEORGE

General Practitioner at  
KARKINOS healthcare

# CLASS

MARCH

23

TIME

2:00 PM



RAMANUJAN HALL

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1280x720 83.47 kB



Modified 23 March, 9:03 am





# AWARENESS ON BLOOD STEM CELL DONATION

ACTIVITY POINT ☒




**ATHULYA A K**

Senior Associate of Donor  
Recruitment and Counselling  
DATRI Blood Stem Cell  
Donors Registry

DATE : 21 APRIL

TIME : 8:00 PM

Google Meet 



Attended by:Asst Prof Dr. Reena Madhu (Applied psychology and Counselling) - Presiding Officer *HR*Asst Prof Saira Varghese (CSE) *Saira*Asst Prof Mary Dhanya (CE) *Mary*Mrs. Manju M Pillai (ECE) *Pillai*Mrs. Sreelegha Rajeev (EEE) *Rajeev*Prof. Mary Teresa Lopez (external Member) *Mary Teresa*Ms. Natasha Marathakode Shafi *NSM*Mr. Roshan Mathew *Roshan*Ms Sesha Sofia Thomas *Sesha*Ms Nicy James *Nicy*Minutes of the Internal Compliance Committee Online Meeting Held on 23/8/22

Sl.No	ITEM	Details	RESPONSIBILITY	TARGET DATE
3.1	Collaboration with Women's cell for Mental Health sessions	To collaborate with Women's cell for Mental Health sessions to be conducted for nearby schools	Dr. Reena Madhu	September 2022 onwards
3.2	Launching of NIRBHAYAM app	Launching of NIRBHAYAM app among the students and staff	Dr. Reena Madhu	September 2022 onwards

Minutes prepared by

*Reena*Asst. Prof. Dr. Reena Madhu  
Presiding officer

Approved by

*Deepa*Assoc Prof .Dr. Deepa Elizabeth George  
Convenor  
Anti Sexual Harassment Cell and Women's CellCopy forwarded for information to:  
Principal , Vice Principal, HODs, AM



Action taken for the Minutes of the Meeting Held on 23/8/22

- 1) Mental Health sessions was conducted for school in December 2022
- 2) Launching of NIRBHAYAM app among the students and staff on 7/10/22

Recd  
Dr. Reese Mathu  
Presiding officer  
ICC  
8/10/22



MENTAL HEALTH SESSION AT ST. JOACHIM HIGH SCHOOL, KALOOK.  
4/10/22





### Nirbhayam launch

"Nirbhayam " a women safety app which is an initiative of the Kochi Police was launched in TIST on 7<sup>th</sup> October 2022 in the presence of the students of 3<sup>rd</sup> semester, 5<sup>th</sup> semester and seventh semester, HOD's, faculty and staff of Toc H Institute of Science and Technology. It was launched by Mr. Ajeesh K.P. Kerala Janamaithri Trainer & EKSAT, Govt of Kerala Central Region. The launch was organized in association with Anti Sexual Harrassment cell and Women's cell, Internal Complaint Committee and NSS.

For women in distress, emergency help may now be a five-second-long press away on their mobile phones, thanks to an app developed by the Kerala Police under Nirbhayam, an initiative for enhancing women's safety.

Women must download this app on their Android phones and submit their details. By implementing this, once an emergency situation occurs, they will be able to quickly receive information at the police control room after hitting a button on this Nirbhayam app.

*For  
Reading Officer*





KERALA POLICE



**Toc H INSTITUTE OF SCIENCE & TECHNOLOGY**  
 Arakkunnam

No. TIST/P/54598/2021-22

22.08.2022

**CIRCULAR**

**Reconstitution of the Internal Complaints Committee**

This is for information that Internal Complaints Committee has been reconstituted with the following members -

- Asst Prof Dr. Reena Madhu (Applied Psychology and Counselling ) - Presiding Officer  
9895567656
- Asst Prof Dr Saira Varghese (CSE) - 9947192191
- Asst Prof Mary Dhanya (CE) - 9995472022
- Mrs. Manju M Pillai (ECE) - 9495041768
- Mrs. Sreelegha Rajeev (EEE) - 9995563598
- Prof. Mary Teresa Lopez (external Member)  
Former HOD, St. Teresa's College - 9747340747
- Ms. Natasha Marathakode Shafi 9746043891, S6, ECE
- Mr. Roshan Mathew 9744230702, S6, CSE
- Ms Sesha Sofia Thomas 9846539991, S6, CSE
- Ms Nicy James 7012606503, S2, CSE

cc to : All Notice Boards

All HODs

Accounts Section

A.M


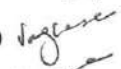
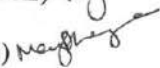







Principal - for information

*Handwritten signature*  
22/8/22

QR/ACA 5.0 AY/169/2021-2022/16

Toc H Institute of Science & Technology  
Arakkunnam 682313

Attended by:

Asst Prof Dr. Reena Madhu (Applied psychology and Counselling) - Presiding Officer   
Asst Prof Saira Varghese (CSE)   
Asst Prof Mary Dhanya (CE)   
Mrs. Manju M Pillai (ECE)   
Mrs. Sreelegha Rajeev (EEE)   
Prof. Mary Teresa Lopez (external Member)   
Ms. Natasha Marathakode Shafi   
Mr. Roshan Mathew   
Ms Sesha Sofia Thomas   
Ms Nicy James 

Minutes of the Internal Compliance Committee Online meeting held on 6/1/22

Sl.No	ITEM	Details	RESPONSIBILITY	TARGET DATE
3.1	Introduction to Tech communities- as part of women empowerment programme	Students to be given awareness on different Tech communities.	Asst Prof. Saira Varghese	At the earliest

Minutes prepared by



Asst. Prof. Dr. Reena Madhu  
Presiding officer

Approved by



Assoc Prof. Dr. Deepa Elizabeth George  
Convenor

Anti Sexual Harassment Cell and Women's Cell

Copy forwarded for information to:  
Principal, Vice Principal, HODs, AM





**Action taken for the Minutes of the Meeting Held on 6/1/22**

Introduction to Tech communities- as part of women empowerment programme – held on 28/1/22 – the session was handled by Mrs. Vandana Thomas, an IT expert.

*Recd 11*  
*Dr. Ramesh Modhu*  
*Residing Officer*  
*ICE*





Tech COMMUNITES CLASS  
28/1/22

Tech COMMUNITY CLASS  
28/1/22





QR/ACA 5.0 AY/169/2020-2021/2

Toc H Institute of Science & Technology  
Arakkunnam 682313

Attended by:

Asst Prof Dr. Reena Madhu (Applied psychology and Counselling) - Presiding Officer

Asst Prof Saira Varghese (CSE)

Asst Prof Mary Dhanya (CE)

Mrs. Manju M Pillai (ECE)

Mrs. Sreelegha Rajeev (EEE)

Prof. Mary Teresa Lopez (external Member)

Ms. Bhagyasree S S8, ECE B.S.


Mr. Thushar Kiran S8, CSE

Ms Janet Sebastin S8, CSE

Minutes of the Internal Compliance Committee Online Meeting Held on 6/8/21

Sl.No	ITEM	Details	RESPONSIBILITY	TARGET DATE
2.1	Self defense workshop	Self defense workshop	Asst Prof Saira Varghese	November 2021
2.2	Drug Addiction Awareness session	Drug Addiction Awareness session	Asst Prof Mary Dhanya	January 2022
3.3	Healthy food habits	Session to be organized on Healthy eating	Dr. Reena Madhu	November 2021 onwards

Minutes prepared by

  
Asst. Prof. Dr. Reena Madhu  
Presiding officer

Approved by

  
Assoc Prof. Dr. Deepa Elizabeth George  
Convenor  
Anti Sexual Harassment Cell and Women's Cell

Copy forwarded for information to:  
Principal, Vice Principal, HODs, AM



Action taken for the Minutes of the Meeting Held on 6/8/21

- 1) Self defense workshop- Self defense workshop held on 18/11/21
- 2) Drug Addiction Awareness session - Drug Addiction Awareness session on 7/11/21
- 3) Session to be organized on Healthy eating- Session organized on Healthy eating on 7/6/22

Reese

Dr. Reese Madhu

Presiding Officer

ICC

8/6/22





No.TIST/P/53689/2021-22

Dt. 17/11/21

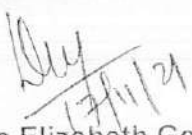
Toc H Institute of Science & Technology, Arakunnam


CIRCULAR

Sub : Self Defense Techniques

A session is being organized on "Self Defense Techniques" for the final year girl students by the Internal Complaint Committee ( ICC) and the Anti Sexual Harassment Cell and Womens Cell in association with NSS. The resource person is a K.A.I certified National coach Karate Instructor with 11 Degree Black Belt.

The session will be conducted in Ramanujan Hall at 3.00pm on 18/11/21. HODs may kindly depute final year girl students for this session

  
Asso Prof Dr. Deepa Elizabeth George,  
Convenor, Womens Grievance Redressal Cell

  
Principal

Cc : All HODs



### Self Defense workshop

A workshop was conducted on "Self Defense Techniques" for the final year girl students and fifth semester electronics branch students by the Internal Complaint Committee ( ICC) and the Anti Sexual Harassment Cell and Womens Cell in association with NSS.

The resource person was Mr. Mark Antony who is a K.A.I certified National coach Karate Instructor with II Degree Black Belt. The session was conducted in Ramanujan Hall at 3.00pm on 18/11/21.

Nearly fifty students participated. In the session the girl students were shown simple techniques through which they could defend themselves in case of any sort of assault. Boys also attended the session so that they could pass on the information to their family and friends.

\*\*\*\*\*

*Rev A*  
*Rev S. J. J.*





## DRUG ABUSE



### Effect Of Drug Abuse

- ☐ LOSS OF COORDINATION
- ☐ MEMORY LOSS
- ☐ BLOCKOUT
- ☐ POOR JUDGMENT
- ☐ DISTORTED VISION etc.....



### Physical warning

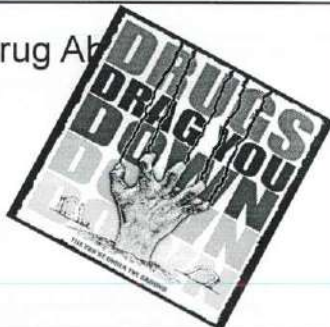
- ❖ Bloodshot eyes
- ❖ Pupils larger or smaller than usual
- ❖ Sudden weight loss or weight gain
- ❖ Unusual smells or breath
- ❖ Impaired coordination

### Behavioral warning

- ❖ Poor work
- ❖ Financial problems
- ❖ Lack of motivation and withdraw
- ❖ Anxiety
- ❖ Poor in performance

### Causes of Drug Abuse

- UNEMPLOYMENT
- FINANCIAL BURDEN
- PEER PRESSURE
- ADDICTION
- DEPRESSION
- FAILURE IN EXAM etc...



### Treatment for drug addiction

- ✓ Hospitalisation
- ✓ Behavioral therapies
- ✓ Occupational therapy
- ✓ Change in addicts social environment



## **"Safer Food, Better Health"**

**7<sup>th</sup> June 2022.**

**"Safer Food, Better Health" – Smt. Jisha Joseph, Senior Dietician, Kinder Hospital on 7<sup>th</sup> June 2022.**

An online session was organised for the students on safe eating practices on the occasion of Food Safety Day. The session was handled by Smt. Jisha Joseph, Senior Dietician, Kinder Hospital. It was a informative session in which she spoke about the harmful effects of fast food. She stressed the need for including fresh fruits and vegetables in ones diet.

Regular exercise and healthy eating were the key factors in leading a long and healthy life.

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QR/ACA 5.0 AY/169/2020-2021/1

Toc H Institute of Science & Technology  
Arakkunnam 682313

Attended by:

Asst Prof Dr. Reena Madhu (Applied psychology and Counselling) - Presiding Officer *RS*

Asst Prof Saira Varghese (CSE) *S. Varghese*

Asst Prof Mary Dhanya (CE) *M. Dhanya*

Mrs. Manju M Pillai (ECE) *M. Manju*

Mrs. Sreelegha Rajeev (EEE) *S. Rajeev*

Prof. Mary Teresa Lopez (external Member) *M. Teresa Lopez*

Ms. Bhagyasree S S8, ECE *B. S.*

Mr. Thushar Kiran S8, CSE *T. Kiran*

Ms Janet Sebastin S8, CSE *J. Sebastin*

Minutes of the Internal Compliance Committee Online Meeting Held on 7/1/21

Sl.No	ITEM	Details	RESPONSIBILITY	TARGET DATE
1.1	Awareness of Internal Complaint Committee -ICC	Awareness of Internal Complaint Committee to be given to the staff and students through publicity	Dr.Reena Madhu	January 2021
1.2	Gender equality awareness programme	Gender equality awareness programme to be organised	Dr.Reena Madhu	By April 2021

Minutes prepared by

*Reena M*  
Asst. Prof. Dr. Reena Madhu  
Presiding officer

Approved by

*Deepa*  
Assoc Prof .Dr. Deepa Elizabeth George  
Convenor  
Anti Sexual Harassment Cell and Women's Cell

Copy forwarded for information to:  
Principal , Vice Principal, HODs, AM

**Action taken for the minutes of the meeting held on 7/1/21**

Awareness of Internal Complaint Committee <sup>was</sup> to be given to the staff and students through publicity

- 1) Awareness about ICC given to the staff and students – Information given to HODs to be passed on to the department staff and students – completed by January 2021
- 2) Gender equality awareness programme to be organized - Gender equality awareness programme organized by conducting Debates among students – April 2021.

*Reena M*

*Dr. Reena Madhu*

*Presiding officer*

*ICC*

*11/4/21*





# "GENDER SENSITIZATION" - DEBATE

4/4/21

52 STUDENTS

## GENDER DISCRIMINATION



## SOCIETAL MINDSET

- At the level of all forms of discrimination is prejudice based on concepts of identity and the need to identify with a certain group.
- The overall mindset of a society has a significant impact on gender inequality.
- How society determines the difference and value of men vs. women plays a major role in every area, whether it's employment or the legal system or healthcare.



## ISSUES

### Female Foeticide My Baby Deserves to Live



#### 1. FEMALE FOETICIDES

- Women are murdered all over the world, but in India a most brutal form of killing females takes place regularly, even before they have the opportunity to be born.
- Female foeticide is the practice of aborting a fetus when a parent finds out that the fetus is female, after undergoing a sex determination test.
- This practice needs to be stopped as both girls and boys have an equal right to live.
- Some methods to overcome this problem are:
  - Awareness should be brought that having a child is half a symbol of prosperity, whether it is a girl or a boy.
  - Everyone should realize that bringing up a girl is like bringing up a future mother who has to maintain a family structure.

#### 2. UNEVEN ACCESS TO EDUCATION

- The literacy rate for women is lower than for men, and it has been observed that even girls drop out and fail to fully complete their education.
- Investment in education has also been skewed in favor of men as they are brought up with the expectation of being breadwinners and hence their education is considered necessary for their success, while women are considered as 'household helpers' and their education may not be as necessary.
- Some methods to provide access of education to all:
  - Reducing discriminatory gender norms and harmful practices that deny girls access to school and quality learning.
  - Flipping gender stereotypes from learning materials.



#### 3. GENDER PAY GAP

- The gender pay gap or gender wage gap is the average difference between the remuneration for men and women who are working. Women are generally considered to be paid less than men.
- If a woman works the same hours, performs same tasks, and is required to meet the same goals as her male counterpart, she is entitled to equal pay.
- How to Overcome the Gender Pay Gap:
  - Start with transparency in pay.
  - Remove promotions, bonuses and benefits.
  - Increase family values.
  - Offer some help with childcare.



## CONCLUSION

- Gender discrimination has very negative effect on society and extensive action is to be undertaken.
- As discriminatory effects have lasted for hundreds of years and through history and culture to spread across, discrimination remains even present.



Toc H INSTITUTE OF SCIENCE & TECHNOLOGY  
Arakkunnam

No. TIST/P/53974/2021-22

CIRCULAR

14/1/2022

**Reconstitution of the Internal Complaints Committee**

This is for information that Internal Complaints Committee has been reconstituted with the following members -

The members of the ICC are as follows:-

Asst Prof Dr. Reena Madhu (Applied Psychology and Counselling ) - Presiding Officer  
9895567656

Assistant Professor Saira Varghese (CSE) - 9947192191

Assistant Professor Mary Dhanya (CE) - 9995472022

Mrs. Manju M Pillai (ECE) - 9495041768

Mrs. Sreelegha Rajeev (EEE) - 9995563598

Prof. Mary Teresa Lopez (external Member)  
Former HOD, St. Teresa's College - 9747340747

Ms. Bhagyasree S 9562149098, S8, ECE

Mr. Thushar Kiran 8943024276, S8, CSE

Ms Janet Sebastin 8547215819, S8, CSE

Ms Nicy James 7012606503, S2, CSE

cc to : All Notice Boards

All HODs

Accounts Section.

A.M

Principal - for information



*[Signature]*  
14/1/22  
Principal  
Toc H Institute of Science & Technology  
Arakkunnam, Ernakulam Dist-682 31.  
Kerala



TOC H INSTITUTE OF SCIENCE & TECHNOLOGY  
Arakkunnam

No. TIST/P/52820/2020-21

14.01.2021

CIRCULAR

As per the KTU Circular KTU/ASST(ACADEMICS)/1589/2019 (Directive of UGC) , an internal Complaints Committee (ICC) has been constituted.

The members of the ICC are as follows:-

Assistant Professor Dr. Reena Madhu (Science & Humanities ) - Presiding Officer  
9895567656

Assistant Professor Saira Varghese (CSE)	- 9947192191
Assistant Professor Mary Dhanya (CE)	- 9995472022
Mrs. Manju M Pillai (ECE)	- 9495041768
Mrs. Sreelegha Rajeev (EEE)	- 9995563598
Prof. Mary Teresa Lopez (external Member) Former HOD, St. Teresa's College	- 9747340747

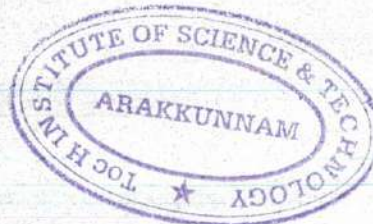
cc to : All Notice Boards

All HODs

Accounts Section

A.M

Principal - for information



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15/1/2021  
Principal  
ToC H Institute of Science & Technology  
Arakkunnam, Ernakulam Dist-682 313  
Kerala

IT Wd

CSE Bh

Dr. SEENA SREEDHAR .

S&H Th

EBE 7/15/1/21  
Mangala Devi

Maths RKR  
15/1/2021

CE Bh  
15/1/2021  
HOD, CSE

ME Bh  
15/1/21

SE Bh  
15/1

ECE

Prof. Mary Teresa Lopez (external Member)  
Ex-officio HOD of Teresa's College







# Toc H INSTITUTE OF SCIENCE & TECHNOLOGY

Arakkunnam P.O., Ernakulam, Kerala, India - 682 313

A MAAC Accredited Institute with NBA Accredited UG programs & UGC 2(f) status  
Approved by ARTE, New Delhi, Affiliated to APJ Abdul Kalam Technological University



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No. TIST/P/52820/2020-21

14.01.2021

## CIRCULAR

As per the directive of UGC notification ( Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions Regulations, 2015, an Internal Complaint committee has been constituted. The existing Anti Sexual Harassment cell and Women's cell will be renamed as Women's Development Cell and will extend support to the functioning of ICC by conducting gender sensitization programs.

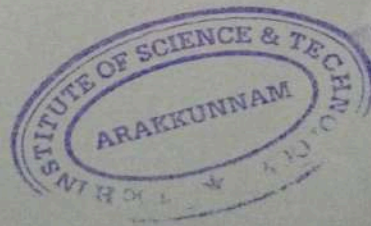
**The members of the Anti Sexual Harassment cell and Women's cell will continue as the members of the Women's Development Cell.**

The members are as follows-

- Asso Prof. (Dr.) Deepa Elizabeth George, HOD,ECE , Convenor
- Asso Prof Dr Sreela Sreedhar, HOD,CSE
- Asso Prof Dr Sreeja Subhash , HOD,S&H
- Asst Prof Dr Reena Madhu, counselor ,App Psy & Counselling
- Asst Prof Dr Pearly Saira Chacko , MBA
- Asst Prof. Annie Sonia, CE
- Sheethal Ann Ajith, S6, ECE
- Ayda Sara Saju, S6, CSE

Assoc Prof .Dr. Deepa Elizabeth George  
Convenor

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Principal , Vice Principal, HODs, AM

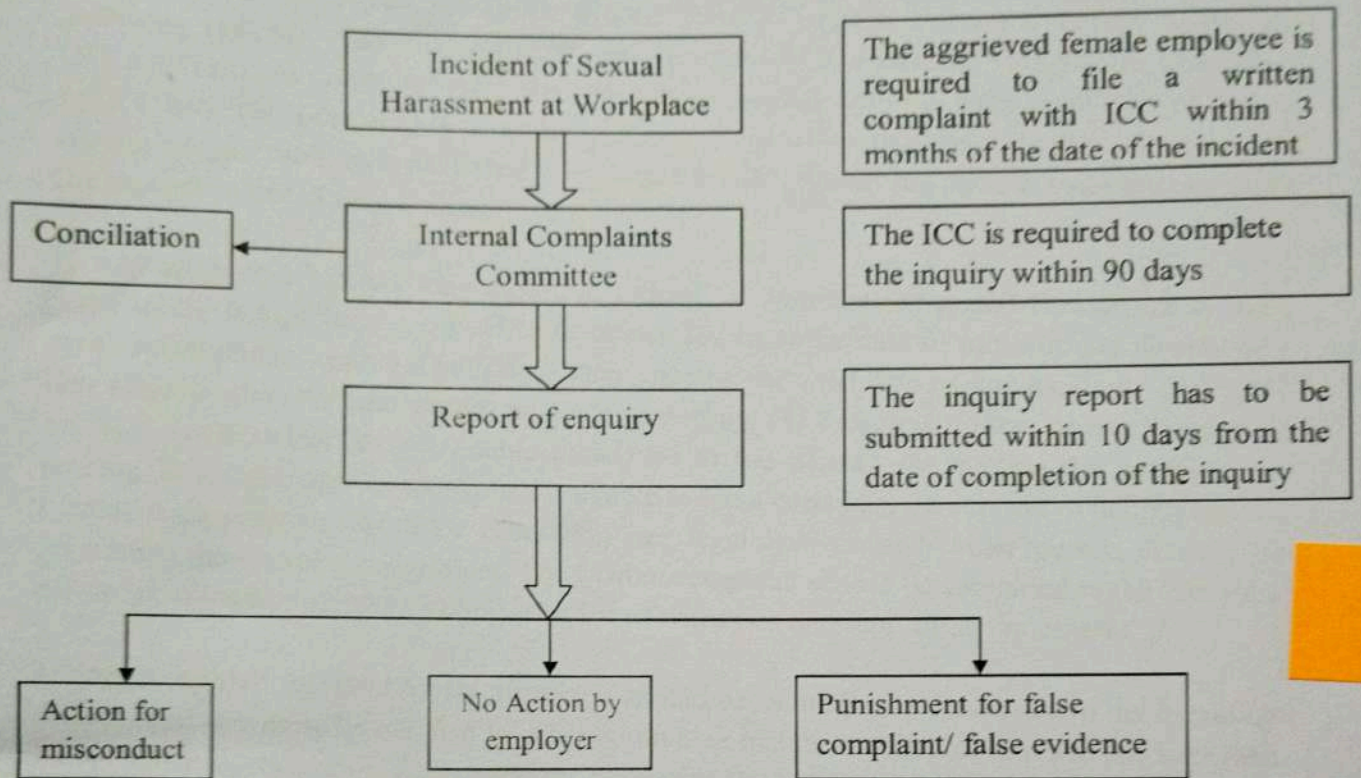


Civil Engineering  
Computer Science & Engineering  
Electronics & Communication Engineering

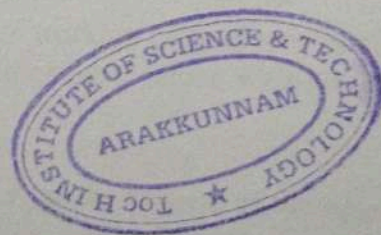
A Higher Education Institution under Toc H Group of Institutions



### Procedure for filing complaint and conducting enquiry



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6. If conciliation is found to be not feasible, notice will be issued to both parties for hearing.
7. The ICC follows the principles of natural justice during the proceedings which include:
  - a. Right of hearing to the parties
  - b. Examination and cross examination of parties and witnesses
8. The Committee may at any time during the enquiry proceedings, preclude the face-to face examination of the respondent and the aggrieved woman and/or their witnesses keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.
9. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.
10. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
11. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.
12. The Committee shall have the right to terminate the enquiry proceedings and to give an ex party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
13. All proceedings of the ICC shall be recorded in writing.
14. After concluding its investigation, the Committee shall submit a detailed report to the University.
15. In the event the Committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the University.
16. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the University to take action against such falsification.





## Toc H INSTITUTE OF SCIENCE & TECHNOLOGY Arakkunnam

No. TIST/P/56347/2023-24

11.01.2024

### CIRCULAR

### Reconstitution of the Internal Complaints Committee

This is for information that Internal Complaints Committee has been reconstituted with the following members -

- Asso.Prof.Dr. Deepa Elizabeth George - Presiding Officer - 9447820280
- Asst. Prof. Dr. Reena Madhu (App.Phy. ) -9895567656
- Asso. Prof. Dr. Saira Varghese (CSE) - 9947192191
- Asst. Prof. Mary Dhanya (CE) - 9995472022
- Mrs. Manju M Pillai (ECE) - 9495041768
- Mrs. Sreelegha Rajeev (EEE) - 9995563598
- Prof. Mary Teresa Lopez (external Member) - 9747340747

Former HOD, St. Teresa's college

- Ms. Amina Neha - 9745873780, S5,EL
- Ms. Bhavana V Nair -8848667902, S3, ECE
- Mr. Hansel Sabu -9496355972, S3, EL
- Ms Nicy James - 7012606503, S5, CSE

cc to : All Notice Boards

All HODs

Accounts Section

A.M

Principal - for information

Principal

Principal

Toc H Institute of Science & Technology  
Arakkunnam, Ernakulam Dist-682 311,  
Kerala

