



MILAD-E-SHERIEF MEMORIAL COLLEGE

Accredited by NAAC with 'B++' Grade

KAYAMKULAM-690502 KERALA STATE- SOUTH INDIA

Affiliated to the University of Kerala

Website: www.msmcollege.in, E-mail: msmcollege@rediffmail.com

Fax: 0479-2445594, Tel. No: 0479-2442111



CRITERION V

AQAR 2023-2024

MILAD-E-SHERIEF MEMORIAL COLLEGE



Accredited by NAAC with 'B++' Grade

KAYAMKULAM-690502

KERALA STATE- SOUTH INDIA

(A Minority Community Educational Institution)

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SUPPORTING DOCUMENT FOR 5.1.5

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organization wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees



M.S.M College, Kayamkulam

Grievance Redressal and Counselling Cell

Policy Document

The institution prioritises and systematizes the psychological and subjective contentment of its students. To safeguard the well being of the students, the college has a mechanism that gives freedom for the students to express their grievances, grievance redressal policy has been devised.

A grievance may be any kind of dissatisfaction or negative perception whether expressed or not arising out of anything connected with the college, that a student thinks and feels is unfair and unjust, this platform allows them to raise their concerns in an open manner and provide necessary measures to support them.

The grievance policy reiterates that the institution shall:

1. Constitute a Grievance and Redressal Committee to monitor any grievances and to offer feasible solutions and rectifications.
2. Furnish Grievances boxes in the main block of the college to submit their personal and collective grievances
3. Ensure verification and review of grievances if any by the Grievance Redressal Committee on regular basis.
4. Encourage students to report their grievances to the principal or submit written complaints to the Grievance Redressal Committee.




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KAYAMKULAM



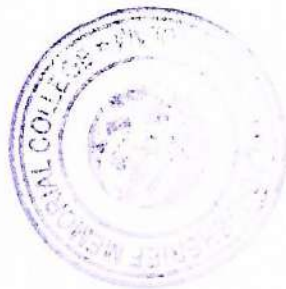
M.S.M College Kayamkulam

Grievance Redressal Cell

Circular-2023-2024

In order to minimize hardships to students, due to attendance shortage caused by late arrival in the class, teachers are requested to record the attendance on AMS, only ten minutes after the commencement of the first hour. This facility is not to be extended beyond ten minutes or into the subsequent hours .H.O.Ds are requested to ensure that proper substitute arrangement are made in advance to engage the hours allotted to teachers who are on deputation to the Admission Committee.

Convener



Principal

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KAYAMKULAM**



M.S.M COLLEGE, KAYAMKULAM

The Students' Grievance Redressal Committee (SGRC) of M.S.M. College, Kayamkulam, has been reconstituted in accordance with the provisions contained in clause (5) of the UGC (Redressal of Grievances of Students) Regulation 2023, with effect from 19/10/2023, (vide order no. PRL/39/2023 Of the Principal, M.S.M. College) as follows:

Convener: Dr Govind R. (Professor of English)

Members:

1. Sri Sony P. John (Associate Professor of Commerce)
2. Dr Rekha Nair R. (Associate Professor of Political Science)
3. Sri Unnikrishnan C. (Assistant Professor of Malayalam)
4. Dr Aiswarya Raj (Assistant Professor of Physics)
5. Sri Mohammed Irfan (Chairman, Students' Union of M.S.M. College)

Minutes of the Grievance Redressal Cell for the Academic Year-2023-2024

I Meeting

Notice

The meeting of the grievance Redressal Cell is convened at 2 PM on 27/10/2023 in the college conference hall to discuss the complaints raised by students.

Members Present

Convener: Dr Govind R. (Professor of English)

Sri Sony P. John (Associate Professor of Commerce)

Dr Rekha Nair R. (Associate Professor of Political Science)

Sri Unnikrishnan C. (Assistant Professor of Malayalam)

Dr Aiswarya Raj (Assistant Professor of Physics)

Sri Mohammed Irfan (Chairman, Students' Union of M.S.M. College)



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KAYAMKULAM

Agenda

- 1.To discuss complaints raised by students
- 2.Complaint regarding marking of attendance on Academic Management Software (AMS).

Decisions taken

- 1.Recommended to the Principal to suspend marking of students' attendance on Ams for two days (31/10/2023) and (1/11/2023) to clear all the pertaining issues.
- 2.Directive to coordinators of NCC,NSS and other extra-curricular forums to issue attendance statement of students who participate in their activities before 3 PM on the same day.
- 3.Request to the Principal to convene a meeting of the AMS convener ,Departmental coordinators and students' representatives to resolve all outstanding issues related to the working of the AMS.

Actions taken Report

Meeting of the AMS convener, Departmental coordinators and students' representatives convened on 31/11/2023.All issues related to AMS resolved to the satisfaction of students.




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II Meeting

Notice

The meeting of the grievance Redressal Cell is convened at 9.30 AM on 11/12/2023 in the Principal's Chamber .

Members Present

Convener: Dr Govind R. (Professor of English)

Dr Rekha Nair R. (Associate Professor of Political Science)

Sri Unnikrishnan C. (Assistant Professor of Malayalam)

Dr Aiswarya Raj (Assistant Professor of Physics)

Sri Mohammed Irfan (Chairman, Students' Union of M.S.M. College)

Agenda

1. Induction of new college union chairman to the committee.
2. Other urgent matters.

Decisions taken

1. Welcomed the new College Union Chairman, Irfan S.S., to the committee. Vice Principal briefed the mandates of the committee to the Chairman.

2. Entrusted the convener to revise the policy document of the SGRC and formulate the annual Report .

3. Complaint box installed at the entrance to be checked on a weekly basis.

Actions taken Report

1. Revised policy document of the SGRC submitted by the convener (to be uploaded on the website)



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KAYAMKULAM

III Meeting

Notice

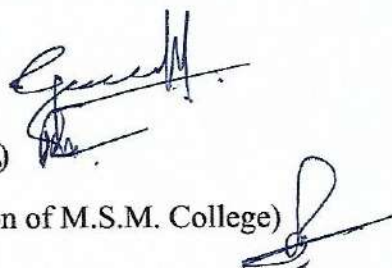
The meeting of the grievance Redressal Cell is convened at 2 PM on 13/12/2023 in the Principal's Chamber .

Members Present

Convener: Dr Govind R. (Professor of English

Dr Aiswarya Raj (Assistant Professor of Physics)

Sri Mohammed Irfan (Chairman, Students' Union of M.S.M. College)



Agenda

Discussion complaint received from Jishnu Prasad .K (I Semester BA History)

Decisions taken

A complaint of physical assault received by E-mail from Mr Jishnu Prasad, student of First Semester History Batch on 12.12.2023 against four senior students and a counter-petition filed against Sri. Jishnu Prasad by Smt. Irfana Mehroofa of First Semester B Sc. Zoology were taken up for enquiry by the committee. The committee decided to collect preliminary details pertaining to the incidents.

Recommended to the Principal to send letter to Mr. Jishnu Prasad to present himself before the committee on 18/12/2023 to furnish a detailed statement including witnesses related to the incident.

Recommended to the Principal to issue summons to the accused after obtaining Jishnu's statement .

Matter referred to a combined enquiry by the SGRC ,SC/ST Grievance Redressal Cell and Anti-Ragging Cell.

Irfana Mehroofa's complaint against Jishnu Prasad and three other senior students taken up for enquiry.

Actions taken Report

Letter and E-mail sent to Jishnu Prasad ,and other students involved in Irfana Mehroofa's complaint.




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KAYAMKULAM

IV Meeting

Notice

Combined meeting of the grievance Redressal Cell and Anti Ragging Cell convened at 2 PM on 03/01/2024 in the college conference hall to discuss the complaints raised by students.

Members Present

Convener: Dr Govind R. (Professor of English)

Sri Sony P. John (Associate Professor of Commerce)

Dr Rekha Nair R. (Associate Professor of Political Science)

Sri Unnikrishnan C. (Assistant Professor of Malayalam)

Dr Aiswarya Raj (Assistant Professor of Physics)

Sri Mohammed Irfan (Chairman, Students' Union of M.S.M. College)

Agenda

1. Discussion on findings in the enquiry to the complaints submitted by Jishnu Prasad and Irfana Mehroofa.

Decisions taken

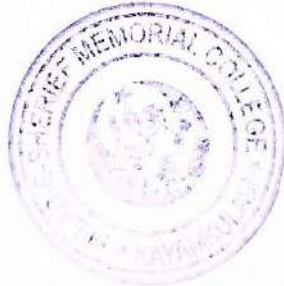
Irfana Mehroofa's complaint to be handed over to the police as desired by the complainant.

Appropriate disciplinary action to be taken by the Principal against the students in accordance with the provisions of the Anti-Ragging statute issued by MHRD and in consultation with the College Council.

Actions taken Report

Four students involved in this incidents suspended.

Irfana Mehroofa's complaint handed over to the police




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ANTI-RAGGING POLICY DOCUMENT

1. Introduction

Milad-E-Sherief Memorial (MSM) College is committed to fostering an environment of respect, dignity, and inclusivity for all its students. Aligned with our vision to empower individuals through education and our mission to provide an inclusive and supportive learning environment, MSM College vehemently opposes any form of ragging on its premises. Ragging is not only a criminal offense but also a violation of human rights and dignity. This Anti- Ragging Policy is established to ensure that all students, irrespective of their background, are treated with respect and provided with a safe and conducive environment for academic and personal growth.

2. Objective

The primary objective of this policy is to prevent and eliminate all forms of ragging within the college campus and its associated entities. This policy outlines the framework for preventing ragging incidents, addressing complaints, and taking disciplinary actions against those found guilty.

3. Scope

This policy applies to all students, faculty, administrative staff, and any other personnel associated with MSM College. It covers incidents that occur within the college campus, hostels, transportation facilities provided by the college, and any college-sponsored events, whether on or off-campus.

4. Definition of Ragging

Ragging constitutes any act that causes or is likely to cause physical, psychological, or emotional harm to a student or group of students. It includes,

but is not limited to:

- Verbal abuse and derogatory remarks.
- Forced consumption of food, drink, or any other substance.
- Physical abuse, including gestures or acts that harm the body.
- Indecent or inappropriate behaviour.
- Acts that disrupt the academic performance or mental well-being of another student.
- Any other act that creates a sense of fear, embarrassment, or humiliation.

5. Preventive Measures

- Awareness Campaigns: Regular anti-ragging workshops, seminars, and awareness campaigns will be conducted to educate students about the ill effects of ragging and the legal consequences associated with it.
- Anti-Ragging Affidavit: All students, during their admission process, must submit an affidavit stating their commitment to abstain from ragging and their awareness of the consequences if found guilty.
- Monitoring and Vigilance: A dedicated Anti-Ragging Committee will be formed, comprising faculty members, students, and administrative staff. This committee will actively monitor the campus and hostels to ensure a ragging-free environment.
- actively monitor the campus and hostels to ensure a ragging-free environment.

6. Reporting Mechanism

- Helpline and Complaint Box: The college will set up a helpline and provide a complaint box where students can report incidents of ragging anonymously or otherwise.
- Online Portal: An online portal will be made available for students to lodge complaints or seek assistance related to ragging.

Inquiry and Disciplinary Action

- Immediate Action: Upon receiving a complaint, the Anti-Ragging Committee will conduct an immediate preliminary inquiry. The accused may be temporarily suspended pending further investigation.
- Investigation: A thorough investigation will be conducted, and both the complainant and the accused will be given an opportunity to present their case.
- Disciplinary Measures: Based on the findings, appropriate disciplinary action will be taken against those found guilty. This may include suspension, expulsion, and legal action as per the law.

7. Legal Framework

This policy is in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and any other relevant laws in force.

8. Support and Counselling

The college will provide counselling services to victims of ragging to support their mental and emotional well-being. Additionally, those accused will also have access to counselling services if needed.

9. Review of Policy

This Anti-Ragging Policy will be reviewed annually by the Anti-Ragging Committee to ensure its effectiveness and relevance. Any amendments or updates to the policy will be communicated to all stakeholders promptly.



ANTI-RAGGING CELL 2023-2024

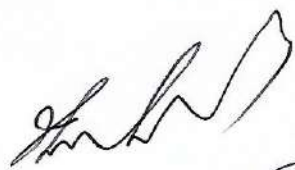
MILAD E SHERIEF MEMORIAL COLLEGE

Minutes of the Anti-Ragging Cell Meeting

Date: 10/11 /2023

Venue: College Council Hall

Attendees:

- 1 Dr A Muhammed Thaha[Principal, MSM College] . 
2. Anu K. (Coordinator, Anti-Ragging Cell & Assistant Professor in Chemistry) 
3. Anwar Hussain A 
4. Dr Shanil A 
5. Akhil Reji Jacob 
- 6 Aparna Ravikumar 
- 7 Letha V 

Agenda

- 1.To conduct awareness and orientation program among students about the consequences of ragging and the college's strict policies against it.
- 2.To Provide helpline and contact points where student can report ragging incidents and seek assistance.
- 3.Regular monitoring of hostels, and recreational spaces to prevent ragging.

Discussions

The meeting was called to order by Anu K., the Coordinator of the Anti-Ragging Cell. The agenda for the meeting was presented and approved. The committee decided to conduct awareness programme for students and to regularly monitor vulnerable areas such as hostels, and recreational spaces to prevent ragging incidents. It was decided to conduct regular reviews and feedback from students to improve the effectiveness of these initiatives.

Action Taken Report

Awareness programme is conducted for First year students on Nov 29,2023 at College auditorium. Helpline is provided to students. mail id antiragging@msmcollege.in, Contact person : Anu K , Asst professor in Chemistry, ph no 9947714587, Anwar Hussain A , Asst professor in Arabic , 9496344214.

Installed CCTV cameras for regular monitoring.

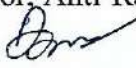
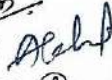
Involved students in taking pledges against ragging during college event

Minutes of the Anti-Ragging Cell Meeting

Date: 12/12/2023

Venue: College Council Hall

Attendees:

- 1 Dr A Muhammed Thaha [Principal, MSM College] 
2. Anu K. (Coordinator, Anti-Ragging Cell & Assistant Professor in Chemistry) 
3. Anwar Hussain A 
4. Dr Shanil A 
5. Akhil Reji Jacob 
- 6 Aparna Ravikumar 
- 7 Letha V 

Agenda:

Discussion on complaint received by the student of First BA History

Review and action on the complaint from a first-year student regarding ragging incident.

Discussion:

The meeting was called to order by Anu K., the Coordinator of the Anti-Ragging Cell. The agenda for the meeting was presented and approved.

Complaint Review: - The Anti-Ragging Cell received a formal complaint from a first-year student alleging ragging by senior students. - The details of the complaint were read out to all attendees.

Decision on Hearing: - It was unanimously decided that a formal hearing should be conducted involving both the complainant and the respondents. - The hearing will be scheduled after issuing written notices to all parties involved.

Action Taken Report:

1. Issued written notices to the complainant and the respondents informing them about the scheduled hearing.
2. Decided to Conduct the hearing in the presence of the Anti-Ragging Cell members to ensure a fair and transparent process.
3. Forward the complaint to the Kayamkulam Police Station for further action as per legal requirements.

Conclusion: The meeting concluded with a resolution to take the above actions promptly to address the complaint and uphold the anti-ragging policies of the college. - The next meeting will be scheduled after the hearing and subsequent actions are taken.

Minutes of the Anti-Ragging Cell Meeting

Date: 22/12/2023

Venue : College Council Hall

Attendees

1. Anu K. (Coordinator, Anti-Ragging Cell & Assistant Professor in Chemistry)
2. Anwar Hussain A
3. Dr Shanil A
4. Akhil Reji Jacob
5. Aparna Ravikumar
- 6 Letha V

Agenda

Discussion on complaint received from I DC Zoology Student

Review and action on the complaint from a first-year student regarding a ragging incident.

Discussion

Introduction and Opening Remarks:

The meeting was called to order by Anu K., the Coordinator of the Anti-Ragging Cell. The agenda for the meeting was presented and approved.

Complaint Review: - The Anti-Ragging Cell received a formal complaint from a first-year student alleging ragging by senior students. - The details of the complaint were read out to all attendees.

Decision on Hearing: - It was unanimously decided that a formal hearing should be conducted involving both the complainant and the respondents. - The hearing will be scheduled after issuing written notices to all parties involved.

Action Taken Report: -

4. Issued written notices to the complainant and the respondents informing them about the scheduled hearing.
5. Decided to Conduct the hearing in the presence of the Anti-Ragging Cell members to ensure a fair and transparent process.

Conclusion:

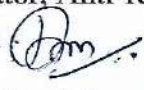
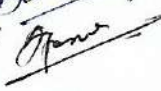
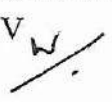
The meeting concluded with a resolution to take the above actions promptly to address the complaint and uphold the anti-ragging policies of the college. - The next meeting will be scheduled after the hearing and subsequent actions are taken.

Minutes of the Anti-Ragging Cell Meeting

Date: 22/12/2023

Venue : College Council Hall

Attendees

1. Anu K. (Coordinator, Anti-Ragging Cell & Assistant Professor in Chemistry) 
2. Anwar Hussain A 
3. Dr Shanil A 
4. Akhil Reji Jacob 
5. Aparna Ravikumar 
- 6 Letha V 

Agenda

Formal hearing of students involving in ragging case in presence of anti Ragging committee members and Principal, MSM College, Kayamkulam. The hearing scheduled after issuing written notices to all parties involved.

Decisions

The students alleged charges were deposed before the committee at 11 AM in the chamber of College Council hall. They gave their statement in writing. They gave an undertaking that there would not be any retaliatory action from their part. The committee decided to take an action based on the statement.

Action Taken Report

The committee recommended to the Principal to place the report before the College Council to decide upon the mode of punishment to be invoked in the case, from the provisions delineated in section 8.1 of the UGC Regulations.

The ragging cases are intimated to Registrar, Kerala university.



MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

NOTICE

INTERNAL COMPLAINT COMMITTEE

12.07.2023

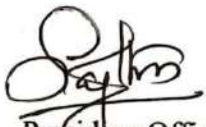
The first meeting of this academic year is scheduled on 18 / 07 /2023 at 01.30 pm in room no. A 302. All the members of the Internal Complaint Committee are requested to attend the meeting.

Agenda

1. Presentation of the report of the previous year.
2. Action Plan for the new academic year
3. Selection of new Student Members.
4. Awareness classes for first year students

Members

1. Mrs. Sajitha (Presiding Officer)
2. Mrs. Shabnam A (Member Secretary)
3. Lt. Dr. Ansari M (Member)
4. Adv. Rajamma (External Member for Legal Assistance)
5. Mrs. Nasila N (Member)
6. Mrs. Thasni Majeed (Member)


Presiding Officer
B. Sajitha


Member Secretary
Shabnam A.


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MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

INTERNAL COMPLAINT COMMITTEE

MINUTES OF THE MEETING

Date of the meeting -18.07.2023

Time - 1.30 PM

venue of the Meeting - Room No. A 302

MEETING AGENDA

1. Presentation of the report of the previous year.
2. Action Plan for the new academic year
3. Selection of new Student Members.
4. Awareness classes for first year students

Members present

1. Mrs. Sajitha (Presiding Officer)
2. Mrs. Shabnam A (Member Secretary)
3. Lt. Dr. Ansari M (Member)
4. Adv. Rajamma (External Member for Legal Assistance)
5. Mrs. Nasila N (Member)

DETAILS OF THE DISCUSSION ON AGENDAS

The meeting started at 1.30 pm. The Presiding Officer Smt. B. Sajitha welcomed the members. Smt. Shabnam A, Member Secretary presented the report of the previous year. Discussions were made to prepare the action plan for the year. Lt. Dr. Ansari stated that focus should be given to Conduct awareness classes for first year students. Decision was taken to involve girls in various skill enhancement programmes. The committee took decision to collaborate with the Women's cell to give legal awareness classes to the girls. Adv. Rajamma, external member of the committee expressed her willingness to conduct legal awareness

classes. Further the committee decided to meet the principal regarding selection of new student representatives.

Action taken

Awareness classes for the first-year students were conducted by Adv. Rajamma. Many other students who requested to participate in the class were also permitted to join the sessions.

Class campaigning was conducted to prevent Ragging in the campus. The student volunteers of ICC and Anti- Ragging cell lead the campaign. Selected Faculty also participated in it.

A Flash mob against ragging and sexual harassment on campus was organized by the senior girls of the college.

Sreeja S. (M.Sc. Mathematics) and Anagha G.S. 9 S4 B.Sc. Botany) were selected as the new student members of ICC.



Presiding Officer

B. Sajitha

Member Secretary



Shabnam A.



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MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

NOTICE

INTERNAL COMPLAINT COMMITTEE

11.10.2023

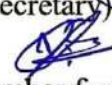
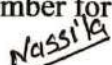
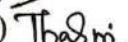
The first meeting of this academic year is scheduled on 18 / 10 /2023 at 02 pm in College Council Hall. All the members of the Internal Complaint Committee are requested to attend the meeting.

Agenda

Introducing new members to the committee.

Conducting Gender equity programmes

Members

1. Mrs. Sajitha (Presiding Officer) 
2. Mrs. Shabnam A (Member Secretary) 
3. Lt. Dr. Ansari M (Member) 
4. Adv. Rajamma (External Member for Legal Assistance) 
5. Mrs. Nasila N (Member) 
6. Mrs. Thasni Majeed (Member) 


Presiding Officer
B. Sajitha


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KAYAMKULAM

Member Secretary
Shabnam A. 





MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

INTERNAL COMPLAINT COMMITTEE

MINUTES OF THE MEETING

Date of the meeting -18.10.2023

Time - 2PM

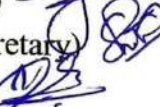
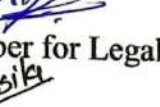
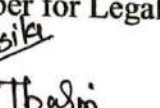
venue of the Meeting - College Council Hall

Agenda

Analyze the functions of the ICC.

Conduct Various programmes

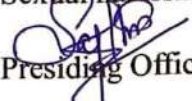
Members

1. Mrs. Sajitha (Presiding Officer) 
2. Mrs. Shabnam A (Member Secretary) 
3. Lt. Dr. Ansari M (Member) 
4. Adv. Rajamma (External Member for Legal Assistance) 
5. Mrs. Nasila N (Member) 
6. Mrs. Thasni Majeed (Member) 
7. Sreeja S. (Student Member) 
8. Anagha G.S. (Student Member) 

DETAILS OF THE DISCUSSION ON AGENDAS

The Presiding officer welcomed the members of the committee. Further she mentioned that ICC has not received any complaint regarding Sexual Harassment. The new members were introduced to all the members of the committee. The committee decided to conduct student interaction and enquire about their experience on the campus through mentors in order to ensure that no unfair incidents happen to any student or staff of the college.

The Committee decided to see to it that a good learning and working environment is maintained in the institution. The committee decided to be vigilant to prevent any type of Sexual harassment against the lady staff or female students in the college.


Presiding Officer

B. Sajitha

Member Secretary

Shabnam A.

Action taken

A class on Cyber Crimes by Dr Harsha Vishwanath, Asst. Professor of English was arranged for Second year Degree students was conducted.

The committee ensured that the mentors arranged interactive sessions.

The Committee recommended the Principal to ensure that all the CCTV cameras in the college are under working conditions.


Presiding Officer
B. Sajitha


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KAYAMKULAM

Member Secretary
Shabnam A







MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

NOTICE

INTERNAL COMPLAINT COMMITTEE

18.01.2024

An online meeting of ICC is scheduled on 22 / 01 /2024 at 7 pm VIA Google Meet. All the members of the Internal Complaint Committee are requested to attend the meeting.

Agenda

Conducting Awareness Class on Sexual Harassment and how to report it to ICC

To analyze the general atmosphere of the campus

Members

1. Mrs. Sajitha (Presiding Officer)
2. Mrs. Shabnam A (Member Secretary)
3. Lt. Dr. Ansari M (Member)
4. Adv. Rajamma (External Member for Legal Assistance)
5. Mrs. Nasila N (Member)
6. Mrs. Thasni Majeed (Member)
7. Sreeja S. (Student Member)
8. Anagha G.S. (Student Member)

Presiding Officer

B. Sajitha

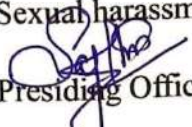
PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM

Member Secretary

Shabnam A.



The Committee decided to see to it that a good learning and working environment is maintained in the institution. The committee decided to be vigilant to prevent any type of Sexual harassment against the lady staff or female students in the college.


Presiding Officer

B. Sajitha

Member Secretary

Shabnam A.

Action taken

A class on Cyber Crimes by Dr Harsha Vishwanath, Asst. Professor of English was arranged for Second year Degree students was conducted.

The committee ensured that the mentors arranged interactive sessions.

The Committee recommended the Principal to ensure that all the CCTV cameras in the college are under working conditions.


Presiding Officer
B. Sajitha


PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM

Member Secretary
Shabnam A







MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

NOTICE

INTERNAL COMPLAINT COMMITTEE

18.01.2024

An online meeting of ICC is scheduled on 22 / 01 /2024 at 7 pm VIA Google Meet. All the members of the Internal Complaint Committee are requested to attend the meeting.

Agenda

Conducting Awareness Class on Sexual Harassment and how to report it to ICC

To analyze the general atmosphere of the campus

Members

1. Mrs. Sajitha (Presiding Officer)
2. Mrs. Shabnam A (Member Secretary)
3. Lt. Dr. Ansari M (Member)
4. Adv. Rajamma (External Member for Legal Assistance)
5. Mrs. Nasila N (Member)
6. Mrs. Thasni Majeed (Member)
7. Sreeja S. (Student Member)
8. Anagha G.S. (Student Member)


Presiding Officer

B. Sajitha



PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM

Member Secretary

Shabnam A.







MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

INTERNAL COMPLAINT COMMITTEE

MINUTES OF THE MEETING

Date of the meeting -22.01.2024

Time - 7PM

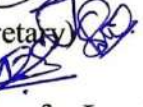
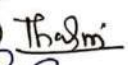
Platform - Google Meet

Agenda

Conducting Awareness Class on Sexual Harassment and how to report it to ICC

To analyze the general atmosphere of the campus

Members Present

1. Mrs. Sajitha (Presiding Officer) 
2. Mrs. Shabnam A (Member Secretary) 
3. Lt. Dr. Ansari M (Member) 
4. Adv. Rajamma (External Member for Legal Assistance) 
5. Mrs. Nasila N (Member) 
6. Mrs. Thasni Majeed (Member) 
7. Sreeja S. (Student Member) 
8. Anagha G.S. (Student Member) 

DETAILS OF THE DISCUSSION ON AGENDAS

The meeting commenced at 7pm via Google Meet with a welcome from the Presiding Officer Smt. B. Sajitha. She introduced the agenda. She emphasized the significance of educating the campus community on sexual harassment and highlighted the need for awareness to prevent incidents and ensure proper reporting. The committee members insisted on getting suggestions and feedback from students. This would help the committee to identify areas that need improvement to enhance safety and security. The Committee agreed on the importance of maintaining confidentiality and protecting

complaints against retaliation. The committee further emphasized on the importance of the upcoming awareness classes.

Actions taken

A two-day yoga session was arranged during zero hours (8.30am to 9.30am). Students were advised to practice yoga regularly. The classes were led by Lt. Dr Ansari M (HOD of the Department of Physical Education, Member ICC) and Dr. Manoj T. R (Associate Professor of History). A box was placed in the IQAC chamber to get feedback from the students.


Presiding Officer
B. Sajitha


PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM

Member Secretary
Shabnam A. 





MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

NOTICE

INTERNAL COMPLAINT COMMITTEE

15.03.2024

A meeting of ICC is scheduled on 18 / 03 /2024 at 1.30 pm. All the members of the Internal Complaint Committee are requested to attend the meeting.

Agenda

To discuss complaints received on Cyber-attack.

To analyze the general atmosphere of the campus.

Members

1. Mrs. Sajitha (Presiding Officer)
2. Mrs. Shabnam A (Member Secretary)
3. Lt. Dr. Ansari M (Member)
4. Adv. Rajamma (External Member for Legal Assistance)
5. Mrs. Nasila N (Member)
6. Mrs. Thasni Majeed (Member)
7. Sreeja S. (Student Member)
8. Anagha G.S. (Student Member)


Presiding Officer
B. Sajitha


PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM

Member Secretary
Shabnam A. 





MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

INTERNAL COMPLAINT COMMITTEE

MINUTES OF THE MEETING

Date of the meeting - 18.03.2024

Time - 1.30 PM

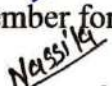
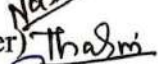
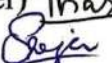
Venue – College Council Hall

Agenda

To discuss complaints received on Cyber-attack.

To analyze the general atmosphere of the campus.

Members present

1. Mrs. Sajitha (Presiding Officer) 
2. Mrs. Shabnam A (Member Secretary) 
3. Lt. Dr. Ansari M (Member) 
4. Adv. Rajamma (External Member for Legal Assistance) 
5. Mrs. Nasila N (Member) 
6. Mrs. Thasni Majeed (Member) 
7. Sreeja S. (Student Member) 
8. Anagha G.S. (Student Member) 


PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM



DETAILS OF THE DISCUSSION ON AGENDAS

The meeting commenced with the welcome address by Smt. B. Sajitha, Presiding officer of the Committee. Smt. Shabnam reported the committee that a complaint on Cyber attack has been forwarded to the committee by the Principal. On Scrutinizing the complaint, it was found that the complaint was on Cyber attack and as per the procedure, the committee decided to recommend the Principal to file a case in the police station. The Committee decided to involve the College Union to create an awareness among students on What is sexual harassment and the punishments for committing the same. The committee decided to include both boys and girls in the gender awareness and gender equity programmes. The meeting ended with the Vote of Thanks at 3. pm.

Actions taken

Report was given recommending the Principal to advise the students facing cyber-attack to file a case in the police station.

Meeting was conducted with the College Union to create awareness among students on Sexual Harassment

Measures were taken to place notice boards against Sexual harassments.


Presiding Officer
B. Sajitha

Member Secretary 
Shabnam A.


PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM



Policy Document of the Internal Complaints Committee

Internal Complaint Committee (ICC) of M.S.M. College is a body to receive complaints on sexual harassment and provide a healthy and congenial workplace environment for the staff and students of the College. M.S.M. College adheres to the **UGC Notification dated 2nd May, 2016 on Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in higher educational institutions, Regulations 2015.**

“SEXUAL HARASSMENT” MEANS [Section 2(k)]

(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;

Responsibilities of Internal Complaints Committee (ICC) [Section 5]

The Internal Complaints Committee shall:

receive any grievance/complaint from students/staff regarding harassment.

provide assistance if an employee or a student chooses to file a complaint with the police;

provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;

ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and

ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

investigate the case based on the complaints relating to sexual harassment.

conduct a systematic inquiry on receiving any complaints from aggrieved students/staff and submit a detailed report to the undersigned for suitable action.

- To ensure confidentiality in the proceedings as well as in keeping records.

Policy of the ICC

There should be a safe and harassment free workplace. In case of a complaint, the ICC shall be responsible to handle the matter in an impartial manner.

The ICC is required to be vigilant for the redress of the complaint as soon as possible.

Under the Act, the ICC of the College is required to prevent instances of sexual harassment and also to receive and effectively deal with complaints related to such acts.

Both physical as well as verbal harassments amount to punishable offences under this Act.

It is the duty of the committee to see whether the complaint is justified or not.

The Committee shall study the complaint and may hear both the complainant and the respondent to determine if an enquiry needs to be instituted. If so, then a quorum of the ICC members shall be for communicating with the parties, studying the evidence, documenting the investigation and inquiry, analysing and making the decision and preparing the final report for future reference and transparency.

The final report shall be submitted to the authority for taking necessary steps to address the issue and prevent future occurrences of sexual harassment in the workplace. Throughout the entire investigation process, utmost importance shall be placed on maintaining confidentiality and secure handling of sensitive information.

Procedure for filing a complaint with the ICC

An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing; Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.” Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental in capacity or death. Sexual Harassment complaints must be hand-written or typed on paper. The nature of the complaint, as well as dates and locations, should be fully specified.

Process of conducting Inquiry [Section 8]

- i. The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- ii. Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- iii. The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- iv. The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- v. An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.
- vi. If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.
- vii. The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- viii. The identities of the aggrieved party or victim or the witness or the offender shall not be

made public or kept in the public domain especially during the process of the inquiry.

MINORITY CELL

MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

The Minority Cell of the College works for the overall welfare and advancement of notified minority communities studying in the college. Paramount objective of the cell is the overall welfare and advancement of students belong to minority communities in the college. The cell was established with the purpose of empowering the students belong to minority community of the institution. The foremost aim of the cell is to provide educational and cultural needs of the minority students. The cell also facilitates the financial support to students from internal and external sources like Government, PTA, Management, etc. The cell arranges counselling sessions, personality development classes, classes for the development of communication skills, etc.

Objectives

- To augment equal opportunities for education of minorities.
- To facilitate financial support to students from minority communities from governmental agencies and other sources.
- To aware the minority students regarding various scholarships programmes of State Government and UGC.
- To take follow-up measures for attaining the objectives and targets laid down for the purpose by the Government of India and the UGC.
- To ensure provisions for an environment where all such students feel safe and secure.
- To encourage enrolling for career orientation programmes which would empower and equip them with the necessary skills to choose appropriate career options
- To offer prompt counselling for emotional emergencies
- To ensure protection and reservation as provided in the constitution of India.

Nature of Activities of the Cell

- Collection of reports and information of State Government and UGC's orders on

various aspects of education, employment of minority students.

- Circulation of decisions of State Government and UGC from time to time about different scholarship programmes.
- Communication with students and motivate them for better future planning.
- The Cell is devoted to providing assistance to the minority students through

Various programmes such as counselling, training sessions on personality development, development of communication skill and preparatory classes for professional and employment purposes etc.

- The Cell is actively engaged in coordinating and resolves the problems in the matter of conduct of coaching and other measures.

Minority Cell - Committee Members

Name	Designation	Position
Dr. Muhammed Thaha A.	Principal	Chairperson
Dr. Arshad Ahammad A.	Assistant Professor	Convenor
Dr. Rejeena I	Assistant Professor	Member
Dr. Abdul Kalam Azad A	Assistant Professor	Member
Shamna H	Assistant Professor	Member



MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

MINORITY CELL (2023-24)

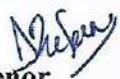
25/09/2023

NOTICE

A Meeting of the Members of the Minority Cell is scheduled on 03/10/2023 at 12.00 pm in the Principal's cabin. All members are requested to attend the same without fail.

Agenda:

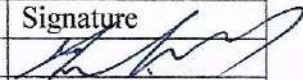
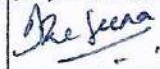
1. To discuss the steps for giving awareness about minority rights.
2. Conduct of Social Life Wellness Programme regarding Mental Health Awareness.


Convenor


Principal/Chairperson

PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM

Members

Name	Designation	Position	Signature
Dr. Muhammed Thaha A.	Principal	Chairperson	
Dr. Rejeena I.	Assistant Professor	Convenor	
Dr. Abdul Kalam Azad A.	Assistant Professor	Member	
Smt. Shamna H.	Assistant Professor	Member	
Dr. Arshad Ahammad A.	Assistant Professor	Member	





MILAD-E-SHERIEF MEMORIAL COLLEGE KAYAMKULAM

MINORITY CELL

Minutes of the Meeting held on 03 October 2023.

Date: 03/10/2023

Time: 12 pm

Venue: Principal's Cabin

Dr. Muhammed Thaha A.

Dr. Rejeena I.

Abdul Kalam Azad A.

Shamna H.

Dr. Arshad Ahammad A.

The minutes of the meeting held on 15/01/2023 at 3 pm were reviewed and approved by the committee. The committee also discussed the activities of the cell in the previous academic year.

Agendas Discussed:

1. To discuss the steps for giving awareness about minority rights.

Discussion: All the members actively participated in the discussion regarding the plan to give proper awareness among students about minority rights.

Decision: The Committee decided to provide awareness among students from minority community minority rights.

2. Conduct of Social Life Wellness Programme regarding Mental Health Awareness.

Discussion: The Principal suggested to conduct an awareness programme on Mental health by the Minority Cell. All members unanimously agreed to the proposal.

Decision: It was decided to conduct a three-day Mental Health Awareness Programme to students in collaboration with the Minority Welfare Department, Government of Kerala in the last week of October..

The meeting ended at 1 pm.

Convenor

Principal
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM

Action Taken Report:

1. An awareness class on minority rights was conducted in the second week of October 2023.
2. Conducted the Social Wellness Programme on 25/10/2023, 26/10/2023 and 27/10/2023. More than 70 students attended the programme.



SCHEDULED CASTE & SCHEDULED TRIBE CELL

The SC/ST Cell established in the College during the year 2018, to assist students belonging to Scheduled Caste & Scheduled Tribe Community and it aims to empower the SC/ST students in the College. Today it has become an integral part of the college and works towards realizing the goal of overall development of the SC/ST students. The prime motto of the Cell is to develop conscious, consistent and catalytic improvement in the performance of academic and social life of the SC/ST students.

MISSION AND OBJECTIVES

- i) Counsel & guide SC/ST students in managing academic and personal issues effectively.
- ii) Monitor and address any instances of caste based discrimination on the campus.
- iii) Ensure a safe and secure environment for SC/ST students.
- iv) Ensure constitutional protections and reservation for SC/ST students.
- v) Guidelines for ensuring equal opportunities in admissions, scholarships and other benefits for SC/ST students.
- vi) Provide immediate counseling for any emotional crisis arising from campus events and interactions.
- vii) Implement a mechanism to address the grievances of SC/ST students.
- viii) Arrange special opportunities to enhance career growth.
- ix) Sensitize SC/ST students about various scholarships programmes offered by the state and national governments and University Grand Commission.

Nature of Activities of the Cell

Collection of reports and information of State Government and UGC orders on various aspects of education, employment of SC/ST students.

- Circulation of decisions of State Government and UGC from time to time about different scholarship programmes.
- Communication with students and motivate them for better future planning.
- The cell is devoted to providing assistance to the minority students through various program such as counselling, training sessions on personality development, development of communication skill and preparatory classes for professional and employment purposes etc.

The cell is actively engaged in coordinating and resolves the problems in the matter of conduct of coaching and other measures



MSM COLLEGE KAYAMKULAM

Meeting Notice:

A meeting of the following members of the SC/ST Cell will be held on 26/06/2023 at 2 PM in the Principal Office.

Agenda of the Meeting:

1. Aims and Objectives of the SC/ST Cell
2. Organize a Programme for Personality Development
3. Various Scholarships
4. Different scholarships funded by Central Government & State Government.

Members Presented:

- | | |
|--------------------------|---|
| 1. Dr. Jayaprakash M K | Convener |
| 2. Dr. Aiswarya Raj A S | Co- Convenor |
| 3. Dr. Sumesh C Panicker | Member |
| 4. Mr. Sathish Soman | Member  |




Principal

MSM College, Kayamkulam
PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM.

Attendance:

Sl.No.	Name of Faculty	Appointed as	Signature
1.	Dr. Jayaprakash M K	Convener	
2.	Dr. Aiswarya Raj A S	Co- Convenor	
3.	Dr. Sumesh C Panicker	Member	
4.	Mr. Sathish Soman	Member	

Principal

Minutes of the Meeting:

A meeting of the SC/ST Cell was held at the Principal Office on 26/6/2023 at 2 PM.

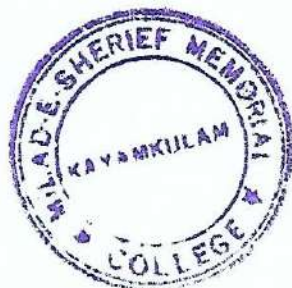
The following decisions were taken in the meeting;

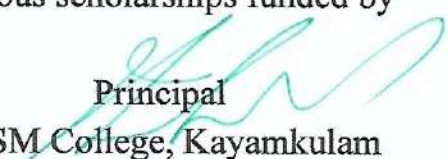
1. The aims and objectives of the cell.
2. Decided to organize a Personality Development Programme for SC/ST students.
3. For the welfare of SC/ST students, the Cell decided to arrange a class for introducing various scholarships funded by Central Government and State Government.
4. The meeting was ended with the concluding remarks of the Principal.

Action Taken Report:

1. The Convener explained the aims and objectives of the SC/ST Cell.
2. A Personality Development Programme was conducted under an eminent scholar. Many students participated in the said program.
3. The Cell organized a class for introducing numerous scholarships funded by government.

Dr. Jayaprakash M K
(Convener)




Principal
MSM College, Kayamkulam
PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM.

MEETING 2



MSM COLLEGE KAYAMKULAM

Meeting Notice:

A meeting of the following members of the SC/ST Cell will be held on 18/10/2023 at 2 PM in the Principal Office.

Agenda of the Meeting:

1. Arrange for special opportunities to enhance the carrier growth.
2. Guide the students of the institute, to optimally utilize the benefits of the schemes offered by the state governments, Govt. of India and UGC.
3. Students' grievances and other issues related to caste based discrimination.

Members Presented:

- | | |
|-------------------------|--------------|
| 1. Dr. Jayaprakash M K | Convener |
| 2. Dr. Aiswarya Raj A S | Co- Convenor |
| 3. Dr. Sumesh C Paniker | Member |
| 4. Mr. Sathish Soman | Member |




Principal
MSM College, Kayamkulam
PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM.

Attendance:

Sl.No.	Name of Faculty	Appointed as	signature
1.	Dr. Jayaprakash M K	Convener	
2.	Dr. Aiswarya Raj A S	Co- Convenor	
3.	Dr. Sumesh C Panicker	Member	
4.	Mr. Sathish Soman	Member	

Principal

Minutes of the Meeting

A meeting of the SC/ST Cell was held at the Principal office on 18/10/2023 at 2 PM.

The following decisions were taken in the meeting:

1. The Convener of the Cell read out the minutes of last meeting. The members of the Cell confirmed the minutes.
2. Decided to conduct a class on carrier development.
3. Decided to inform the students regarding online complaint portal of college to register their grievances and concerns related to caste- based discrimination.
4. The meeting was ended with the concluding remarks of the Principal

Action Taken Report:

1. Conducted a class on carrier development.

Dr. Jayaprakash M K

(Convener)



Principal

MSM College, Kayamkulam
PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM.

MEETING 3



MSM COLLEGE KAYAMKULAM

Meeting Notice:

A meeting of the following members of the SC/ST Cell will be held on 12/02/2014 at 2 PM in the Principal Office.

Agenda of the Meeting:

1. Review of the previous meeting
2. Counselling the students to help them overcome inferiority complex related to interaction with other students and personal grooming etc.
3. Plan for the next academic year.
4. Improve the language fluency of the students.

Members Presented:

- | | |
|--------------------------|--------------|
| 1. Dr. Jayaprakash M K | Convenor |
| 2. Aiswarya Raj A S | Co- Convenor |
| 3. Dr. Sumesh C Panicker | Member |
| 4. Mr. Sathish Soman | Member |




Principal
MSM College, Kayamkulam
PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM.

Meeting Attendance:

Sl.No.	Name of Faculty	Appointed as	Signature
1.	Dr. Jayaprakash M K	Convener	
2.	Dr. Aiswarya Raj A S	Co- Convenor	
3.	Dr. Sumesh C Panicker	Member	
4.	Mr. Sathish Soman	Member	

Principal

Minutes of the Meeting:

A meeting of the SC/ST Cell was held at the Principal Office on 12/02/2024 at 2 PM.

The following decisions were taken in the Meeting:

1. To give counselling the students to help them overcome inferiority complex related to interaction with other students and personal grooming etc.
2. Plan for the next academic year.
3. Decided to improve the language fluency of the students.

Action Taken Report:

1. Conducted a webinar on the topic of 'Government Policies and Programs: Special Reference to SC/ST'.
2. Gave them counselling to help overcome the inferiority complex related to interaction with other students.
3. Conducted a class for improving language fluency of the SC/ST students.

Dr. Jayaprakash M K
(Convener)



Principal

MSM College, Kayamkulam
PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM.

Policy Document on OBC Cell

The Supreme Court of India in its Judgment dated 16.11.1992 in Writ Petition (Civil) No. 930 of 1990 – Indra Sawhney & Ors. Vs. Union of India and Ors., reported in (1992) Supp. 3 SCC 217 directed the Govt. of India, State Governments and Union Territory Administrations to constitute a permanent body in the nature of a Commission or Tribunal for entertaining, examining and recommending upon requests for inclusion and complaints of over-inclusion and under-inclusion in the list of OBCs.

The OBC Cell at MSM College, Kayamkulam is formed with the tenacity to empower the OBC students. It also tries to confirm proper implementation of various schemes of UGC, Government of India and State Govt. concerning scholarships, stipends etc. for the welfare of reserved categories. It has been created in the college to solve all the affairs and problems related to the OBC students and staff of the college.

Policies of the OBC Cell:

- To see the circulation of the orders issued by the University/ Government of India and UGC (University Grant Commission) and to collect regularly, on an annual basis, information regarding course-wise admission of candidates belonging to the Other Backward Classes in the college for different courses
- To ensure to collect reports, orders and information issued by Government of India and the UGC on the various aspects of Education, Training and Employment of other Backward Classes candidates for implementing new Policies or modifying existing policies.
- To analyse information so collected and prepare reports to deliver to the Ministry of Human Resource Development, Govt. of India, University Grant Commission and such other authorities as may be required.
- To monitor the working of the remedial Coaching Scheme in the college for OBC students.
- To organize and monitor special coaching or training scheme in the college for OBC students and to prepare them for UGC-NET/SLET/JRF/SET/other Competitive Examinations.
- To co-ordinate through university with Govt. (State & Central), UGC and such other organizations to get Scholarship/freeship/other financial benefits for OBC
- To address issues with representations received from Other Backward Classes (OBC) Candidates regarding their admission, Scholarships, Recruitment, Promotion and other similar matters in the college.
- To function as a Grievances Redress Cell for the grievances of OBC students and staff and render them necessary help in solving their academic, research as well as administrative problems.
- To maintain a database of students belonging to OBC in college to facilitate in placement service.
- To view any other works assigned by the University/UGC from time to time to promote higher education among OBC students and staff.

