



GENDER- RELATED POLICIES

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INTRODUCTION

In our institution, fostering gender equality and challenging stereotypes and biases is a paramount commitment, essential for creating an environment where every individual, irrespective of gender, has equal opportunities to thrive. To actively promote equality for both men and women, we have instituted comprehensive gender sensitization policies and other related frameworks that empower individuals to determine what is reasonable for their respective genders. Our goal is to establish a workplace that is entirely free from gender discrimination, and to this end, we have implemented key policies to ensure gender equity. These policies include:

GENDER SENSITIZATION POLICY

It is important to ensure a campus free of gender discrimination. The guidelines of the policy are:

- Maintain workplace free from gender discrimination.
- Ensure the efficient functioning of Women's Cell, Prevention of Women's Harassment and Internal Complaints Committee, Anti-Ragging Committee, Anti-ragging Squad, Committee for Mentoring and Counselling, Committee for Women's welfare and Committee for Gender Justice.
- Enroll female students and staff in professional and non-professional bodies.
- Organize Gender equality sensitization programmes for staff and students.
- Organize programmes on women empowerment, health awareness and yoga
- Provide self-defence training for girls.
- Encourage the female students to participate in competitions, placement drives, sports, curricular and extracurricular activities.
- Ensure the safety of women in and outside the campus.
- Provide guidance and counselling facilities for the emotional and psychological well-being of girls and transgender.
- Create awareness about gender equality through courses in the curriculum that address gender related issues.
- Organize seminars, invited talks and workshops on gender awareness, anti-ragging, and anti-sexual harassment.
- Ensure the effective functioning of the women wings of NCC and NSS units and the College union to promote gender equality.



- Provide hostel facilities for girls.
- Provide rest room with beds, first aids and other facilities to meet the special needs of women
- Promote self-employment training for women as extension activities.

ANTI-RAGGING POLICY

The College has a coherent and an effective anti-ragging policy in place which is based on the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” [hereinafter referred to as the “UGC Regulations”]. The UGC Regulations have been framed in view of the directions issued by the Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions. The said UGC regulations shall apply with necessary changes in the College.

Ragging constitutes one or more of the following acts:

- i. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness;
- ii. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- iii. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- iv. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- v. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- vi. Any act of financial extortion or forceful expenditure burden put on a student by other students;
- vii. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;



- viii. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- ix. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

Measures for prohibition of ragging

- i. All the requirements as per the regulations of the Central and State governments, UGC and court orders including anti-ragging undertaking by students and parents, awareness programmes, etc. are satisfied.
- ii. The College strictly adheres to the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.
- iii. The Principal of the College directly supervises the Anti- ragging Cell.
- iv. The Anti-ragging Cell shall ensure strict vigilance on activities of students especially during the arrival of new batches in the beginning of the academic year.
- v. Regular reports from the Anti-ragging Cell and Counsellors are submitted to the Principal.
- vi. The class tutors/mentors will help to identify potential violators and students with stress, tension and other troubles and personally meet them, and if necessary, take the steps to have sessions with professional counsellors.
- vii. Special sessions are arranged for the newcomers in the first weeks of the academic year in order to prepare them for the socio-academic life in the campus.
- viii. The College identifies all vulnerable locations, and ensure a constant vigil and watch at such locations.
- ix. The institution ensures the participation of all the students during the cultural festivals and celebrations to erase the senior- junior distinctions.
- x. The anti- ragging policy of the College ensures the presence of teacher squads which take turns to maintain the customary discipline of the campus.
- xi. Special sessions should be conducted to sensitize the students and parents of the students about the rights and safety of the students.



Constitution of bodies

The Principal shall constitute the following bodies in order to examine all complaints of anti-ragging and come out with recommendation based on the nature of incident.

Anti-Ragging Committee

Anti-Ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

Anti-Ragging Squad

Anti-Ragging Squad shall have representation of various members of the campus, community and shall have no outside representation. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.

Mentoring Cell

At the end of each academic year, in order to promote the objectives of these Regulations, the Mentoring Cell consisting of students volunteering to be Mentors for freshers.

Administrative action in the event of ragging

The anti-ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts, nature and gravity of the incident of ragging.

The Anti-Ragging committee may, depending on the nature and gravity of the guilt, award, to those found guilty, one or more of the following punishments,



- i. Suspension from attending classes and academic privileges.
- ii. Withholding/withdrawing scholarship/fellowship and other benefits.
- iii. Debarring from appearing in any test/examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- vi. Suspension/expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- x. In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.
- xi. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.

The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

ANTI-SEXUAL HARASSMENT POLICY

Introduction

The UGC has issued several guidelines and regulations for the prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions. As per these regulations, Mary Matha Arts and Science College, Mananthavady has constituted an Internal Complaints Committee (ICC).

Objectives

1. To create a mechanism for the prevention and redressal of sexual harassment of women employees and students in the institution.
2. To prevent any acts of gender based violence in the institution.
3. To inculcate a culture of gender equality.



4. To promote an atmosphere where women can get educated without fear, coercion and undue influence.

Procedure to be followed by ICC:

1. The committee shall meet annually to review the policies.
2. The committee shall meet as and when any complaint is received.
3. Written (including electronic media, social media) or oral complaints shall be received by the Principal and shall be forwarded to the ICC. The ICC shall also receive complaints directly.
4. Complaints can be taken suo motto by the ICC.
5. Anonymous complaints shall be considered if prima facie found to be genuine.
6. The identity of the complainant shall not be revealed without his/ her prior permission.
7. The committee shall direct the complainant to submit a detailed statement of the incidents, if required, within a stipulated time period as per the UGC regulations.
8. The statement of the complainant shall be recorded and duly signed by her and the authority recording the statement.
9. The committee shall direct the accused to submit a written response to the complaint within a stipulated time period as per the UGC regulations.
10. The statement of the accused shall be recorded. The statement shall be signed by the accused and the authority recording the statement.
11. Both parties shall be given opportunities to present their case, produce written and oral evidence, witnesses and record statements and evidences.
12. The committee shall submit a report of the findings in writing and shall forward the same with recommendations to the Principal.
13. Minutes of the proceedings shall be prepared and duly signed by all the members of the Committee.
14. All complaints shall be written in a register with serially numbered pages.
15. The principle of natural justice shall be followed.



MENTORING AND COUNSELLING POLICY

The Mentoring and Counselling policy of the college ensures academic and personal support to students.

1. Composition

- The committee shall consist of experienced faculty members and a coordinator nominated by the principal.

2. Mentoring Hours and Allocation of Mentees

- Each mentor is required to dedicate a minimum of 2 hours per week for mentoring activities.
- A 1:20 mentor-to-student ratio shall be ensured for effective guidance.
- Students shall be allocated to mentors at the beginning of each academic year.
- Allocation should consider students' academic needs and preferences when possible.

3. Responsibilities of Mentors

- Provide academic guidance, career advice, and personal support to the assigned students.
- Monitor and track the academic progress and personal development of their mentees.
- Encourage open communication and be approachable for students seeking guidance.
- Maintain confidentiality and ensure a safe and non-judgmental environment.

4. Mentoring Activities

- Mentors shall conduct one-to-one sessions with their mentees on a regular basis.
- Organize group mentoring sessions, workshops, and seminars on relevant topics.
- Assist students in setting academic and personal goals.
- Mentors shall maintain records of mentoring sessions, student progress, and concerns raised.

GRIEVANCE REDRESSAL POLICY

Objective

- The college has framed a grievance redressal policy with the primary goal of providing students an efficient, transparent and easily accessible mechanism for resolving their general grievances.

Composition

- The committee shall consist of experienced faculty members and a coordinator nominated by the principal.



Submission of Grievances

- Students are required to submit their grievances related to any academic or non-academic issues to the Grievance Redressal Committee (GRC) in writing.
- The students can also submit the general grievances through the online portal (<https://marymathacollege.ac.in/students/grievance-redressal-cell>) after filling the necessary information regarding the same.
- The GRC will investigate and resolve the grievance within 5 days from the date of acknowledgment.

Confidentiality

- All information related to the grievance, including the identity of the complainant, will be treated with utmost confidentiality to encourage open communication.

Investigation Process

- The GRC will review the grievance, gather relevant documents, and may interview the involved parties.
- The GRC will reach a decision based on the available evidence and provide a written explanation of its findings.

Communication

- The GRC will communicate the acknowledgment of the grievance to the student within 5 days.
- Updates on the investigation progress will be communicated to the concerned parties periodically.
- The final decision will be communicated in writing to the student, including details of any corrective measures taken.
- If the student is dissatisfied with the decision of the GRC, they may appeal to the higher authority.