



## ANTI SEXUAL HARASSMENT POLICY DOCUMENT

Toms College of Engineering for Startups has a committee against sexual harassment in place, is aware of the risk of harassment occurring on college property, and abides by UGC, AICTE, court orders, state laws, and the spirit of those laws to prevent any sexual harassment activities on the college campus. The college vice principal and the anti-sexual harassment committee compile all complaints involving sexual harassment.

### Actions and Responsibilities

1. To address any harassment on the college grounds, including violations or reports of violence against students.
2. A victim can speak to one of the senior female staff members who are in charge of handling sexual harassment accusations if they are unable to speak with the alleged harasser directly.
3. As soon as any claims of sexual harassment are made, the senior female staff member will note the date, time, and specifics of the incident.
4. Establish the victim's preferences for the outcome, make sure they are informed of the college's complaint processing method, and then negotiate to reach an understanding.
5. To handle each complaint and provide a suitable response while adhering to college policies.
6. Identify the career opportunity lost as a result of the sexual harassment incident.
7. A rough estimate of the victim's physical therapy medical costs.
8. It is important to understand the respondent's financial condition and income.
9. Think about if a single payment or installment payment are possible.
10. Assisting the students in their efforts to stop gender discrimination and sexual harassment.
11. Girls and women are given/engaged in a variety of chances and events to become economically, intellectually, and emotionally empowered in order to encourage their development as independent individuals.

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## ANTI-RAGGING POLICY

Ragging in any form is absolutely prohibited in Toms College of Engineering. Any ragging incident would result in harsh punishment, such as cancellation of admission, suspension, rustication, or expulsion from the Institute/Hostel.

In addition to harsh institutional sanctions, there will be vigorous police and legal action. According to the law of the land, ragging is a crime that can be prosecuted, and the Supreme Court has decided that in order to serve as a deterrent, the punishment must be severe and exemplary. The Indian Penal Code (IPC) sections that apply provide that those found guilty of an offence related to ragging may be sentenced to imprisonment, a fine, or both. The severity of the crime determines the level of punishment. Examples include Section

### The Anti-Ragging Committee's Goals

The Anti-Ragging Committee is in charge of instilling a culture of ragging-free environments on campus. The Anti-Ragging Squad office bearers will work under the supervision of the Anti-Ragging Committee and will check places such as hostels, buses, canteens, classrooms, and other places of student gathering. The Anti-Ragging Committee will be involved in developing strategies and action plans to combat ragging in the college through a variety of activities. The Committee would also hold awareness campaigns on campus from time to time.

### OBJECTIVES

- To prevent physical or mental torture or disorderly behavior towards any student that causes fear, dread, humiliation, or agitation in him or her.
- To keep AIMS a ragging-free campus
- Raising awareness about ragging and maintaining a student-friendly environment at all times.
- To facilitate campus monitoring in order to prevent ragging.



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### Those found guilty face punishment

- Any student or group of students found guilty of ragging on campus or even off campus faces one or more of the following penalties:
- Refusing to take any sessional test or University Examination
- Academic privileges and attendance suspensions
- Scholarships and other benefits are being withdrawn.
- For one month, you are suspended from college.

### The Anti-Ragging Squad

The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as deemed necessary and shall consist solely of members from the various sections of the campus community. The Squad will be in charge of vigilance, oversight, and patrolling. It must be mobile, alert, and active at all times, with the authority to inspect potential ragging areas and conduct surprise raids on hostels and other hot spots. The Squad will investigate ragging incidents and make recommendations to the Anti-Ragging Committee while working under the overall supervision of the Anti-Ragging Committee.

### COMPOSITION OF THE COMMITTEE

NAME	DESIGNATION	POSITION
	Chairman	
	Director	
	Principal	
	Vice principal	
	Academic Dean	



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## GRIEVANCE REDRESSAL POLICY

Toms College of Engineering has a strong system in place to address student complaints about both academic and non-academic issues in order to advance student welfare.

### Curriculum Matters

Specific committees created for this purpose address complaints regarding academic issues like admissions, internal assessment, and exams.

### Aims of the Grievance Redressal committee

Grievance Redressal committees are established with the goal of giving students a forum to discuss and resolve their problems. The committees are tasked with handling student complaints and swiftly resolving them. Generally speaking, these committees' goals are:

To provide a platform for important communications and close the communication gap related to various academic matters

- To ensure that students receive prompt solutions to their problems
- To ensure harmonious student-faculty relationships
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### Objectives

- To maintain a positive learning atmosphere in the institute, the Grievance Redressal Committee aims to foster a responsive and accountable attitude among all stakeholders.
- Maintaining the College's honour by ensuring a strike-free environment and encouraging friendly student-student and student-teacher relationships, among other things.
- Encouraging students to voice their complaints and issues openly and honestly without worrying about being victimized.
- Encouraging College students to treat one another with dignity and respect, and to exercise the greatest restraint and patience whenever a conflict arises.



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- Cautioning all students against inciting them to act out against other students, teachers, or college administration
- To establish a monitoring system to ensure the College runs smoothly.

### Scope

The Committee handles complaints that students submit in about any of the following issues.

- Academic Issues: Concerning the prompt issuance of duplicate grade reports, transfer certificates, conduct certificates, or other exam-related issues.
- Finances: Concerning fees and payments for a variety of items from the library, hostels, etc.
- Other Concerns: Concerns about various aspects of sanitation, food preparation, accessibility to transportation, etc.

### Functions

Upon receiving complaints from the students, the cases are promptly handled.

The Committee meets in person to discuss each case; compiles statistics about the number of cases received, handled, and, if any pending cases that need direction and oversight from higher authorities.

### Grievance Handling Mechanism

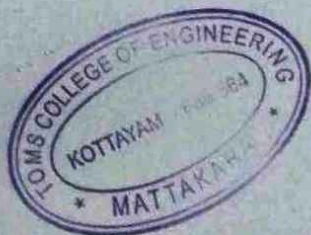
The following mechanism is in place for timely action towards grievance handling

**Mentor- Mentee System-** This feature is offered in the institution for the advantage and direction of the students. Students are free to discuss any personal or academic issues they are facing during regular meetings between the mentor and the mentee.

**Counseling Cell-** For the students' overall development, including the necessary early intervention to address any complaints, advice and guidance are provided here.

**Open Door Policy-** For any escalation of an earlier complaint, all students are free to personally contact the HOD, DEAN, or PRINCIPAL during college working hours.

**Withdrawal-** The student is free to withdraw their complaint without consequence at any time.



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**Composition if Grievance Redressal Committee**

Name	Designation	Position
	Chairman	
	Director	
	Dean	
	Principal	
	Vice Principal	



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