



**CENTRAL UNIVERSITY OF
KERALA**

8th

**ANNUAL REPORT
2016-17**

Internal Complaints Committee

In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, an Internal Complaints Committee functions in the University with the objective of providing protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

The members of the re-constituted Internal Complaints Committee are:

1. Dr. Swapna. S. Nair, Assistant Professor, Department of Physics, Presiding Officer
2. Dr. Shaini. P, Assistant Professor, Department of Mathematics, Member Secretary
3. Dr. P. Abdul Kareem, Associate Professor, Department of Economics, Member
4. Sri. K. G. Rajagopal, Executive Engineer, Member
5. Smt. Bindu Pradeep, UDC, Purchase Section, Member
6. Smt. Aswathi. P.S., Assistant, Examination Branch, Member
7. Dr. Sumathi Haridas, Member

Anti-Ragging Cell

In compliance with the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”, the University has set up an Anti-Ragging cell with the objective of prohibiting 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 with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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 fresher or 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 fresher or any other student; and thereby, to eliminate ragging in all its forms from the University.

Anti-Ragging Committee

An Anti-Ragging Committee functions in the University for ensuring compliance with the provisions of the “UGC Regulations on

Curbing the Menace of Ragging in Higher Educational Institutions, 2009”. The members of the committee are

1. Vice Chancellor, Chairperson
2. District Collector, Member
3. District Police in Charge, Member
4. Representative of NGO, Shri. Balakrishnan, Mathrubhumi, Member
5. Representative of Non- Teaching, Dr. T.K Anish Kumar, Asst. Director, OL, Member, Smt. Bindu Pradeep, UDC, Purchase Branch, Members
6. Representative of Faculty, Dr. Mary Vineetha Thomas, Member Secretary, (Asst. Professor, School of Education), Dr. Uma Purushothaman, (Asst. Professor, Department of IR), Member & Nodal Officer, Dr. Jayasankar K.I, (Asst. Professor, Department of Law), Member & Nodal Officer
7. Representatives of Parents, Mr. Ravi Thampayath, PTA President, (Department of Animal Science), Member, Mrs. Saraswathi K, PTA President, (Department of IR), Member
8. Representatives of Students, Mr. Dipin

Kumar (Department of IR), Member,
Mr. Akash N. P. (Department of
Genomic Science), Member, Mr.
Siddique Aslam, Member

The Committee takes the following measures to curb the menace of ragging:

Before and During Admission and Registration

- Briefs the prospective students on the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”, the admission brochure carries highlights of the Act.
- Telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the University, members of the Anti-Ragging Committees and Anti-Ragging Squads, etc. are promptly displayed on the Official Websites and are included in the admission brochure
- Every student and his/her parents is required to file an affidavit avowing not to indulge in ragging.
- On admission periods, the University prominently displays posters detailing laws and punishment against ragging.
- Anti-ragging squad of the University ensures vigil at odd hours during the first few months at hostels and inside University premises.

After Admission

- Erects hoardings, puts up notices and wall posters and pastes stickers to sensitise the students and staff of the gravity of the offence and to promote the values of love, peace and harmony among the student community

- Organises workshops, lectures and counselling sessions to generate awareness among the students and staff of the menace of ragging, the measures to curb it and the legal procedure for reporting ragging- related offences
- Printed leaflet is given to every fresher detailing addresses and telephone numbers of the Anti-Ragging Helpline, Wardens, Head of the institution, all members of the anti-ragging squads and committees, and relevant district and police authorities.
- Ensures that the identity of informants of ragging incidents, if any, will be fully protected.
- Ensures that the faculty members assigned to students make surprise visits and maintain a diary of his/her interaction with the freshers.
- Ensures that the freshers are lodged, as far as may be, in a separate hostel block. Every academic year, the Vice-Chancellor constitutes an Anti-Ragging Squad for maintaining vigil and patrolling functions. The Squad remains mobile, alert and active at all times. The Anti-Ragging Squad makes surprise raids on hostels. Discreet random surveys are conducted amongst the freshers every fortnight during the first three months. The Anti-Ragging committee submits a weekly report on the status of the compliance with Anti-Ragging measures and a monthly report on such status thereafter, to the Vice-Chancellor of the University. The Committee found it heartening that no incidence of ragging has been reported in the institution since its inception in 2009.

Grievance Redressal Cell

(For Students, Teachers and Non-Teaching Staff)

A Students' Grievance Redressal Cell following functions in the University with the objectives:

Upholding the reputation and the dignity of the University by ensuring strife free atmosphere in the University through promoting cordial Student-Student relationship and Student-teacher relationship.

Help develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the University.

Encouraging the Students to express their grievances freely and frankly, without any fear of being victimized.

Ensure that the suggestion/complaint boxes are installed in front of Grievance Redressal Cell and also in the respective departments in which the Students, who want to remain anonymous, can put in writing their grievances and their suggestions for improving the Academics/Administration in the

University.

Advising Students of the University to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

Advising All the Students to refrain from inciting Students against other Students, teachers and University administration

Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

The Students' Grievance Redressal cell of the University is empowered to redress grievances related to:

- (i) making admission contrary to merit determined in accordance with the declared admission policy of the University~
- (ii) irregularity in the admission process adopted by the University~
- (iii) refusing admission in accordance with the declared admission policy of the University~
- (iv) non publication of prospectus, as specified~
- (v) publishing any information in the prospectus, which is false or misleading, and not based on facts~
- (vi) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with the University by a person for the purpose of seeking admission in the University, with a view to inducing or compelling such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue~
- (vii) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by the University ~
- (viii)breach of the policy for reservation in

admission as may be applicable~

- (ix) complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories~
- (x) non-payment or delay in payment of scholarships to any student that the University is committed, under the conditions imposed by University Grants Commission, or by any other authority~
- (xi) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar~
- (xii) on provision of student amenities as may have been promised or required to be provided by the University ~
- (xiii)denial of quality education as promised at the time of admission or required to be provided~
- (xiv)non transparent or unfair evaluation practices~ and
- (xv) harassment and victimisation of students, including sexual harassment~

The current members of the Students' Grievance Redressal Cell are:

Dr. Baiju K.C. Professor, Dean School of Global Studies – Chairman

Shri. Jithin Nath, President, Student's Council – Member

Ms. Asha Latha S, Member, Student's Council – Member

Student Council Member from the constituency representing the academic unit from which the complaint has been received – Member

Dr. Ranjith R Pillai, Assistant Professor, Dept. of Social Work – Member

Dr. Uma Purushotaman, Assistant Professor, Dept. of IR - Member

Dr. Amruth G Kumar, Associate Professor, Dept. of Education – Member
Secretary & Convenor

Two separate Grievance Redressal Committees function in the University for teachers and non-teaching staff with the

objective of redressing any form of grievances – personal or professional.

The existing members of the Grievance Redressal Committees for teachers are:

- Dr. Baiju K.C. Professor, Dean School of Global Studies – Chairman
Dr. Abdul Kareem, Associate Professor, Dept. of Economics – Member
Dr. K. Jayaprasad, Associate Professor and Head, Dept. of IR – Member
Dr. Thasleema T.M, Assistant Professor, Dept. of Computer Science – Member
Dr. Gireesh Kumar J. Assistant Professor, Dept. of Law – Member
Dr. Ranjith N. Kumavath, Assistant Professor, Dept. of Genomic Science –Member
Dr. Reinhart Philip, Assistant Professor, Dept. of IR – Member
The Dean of School from which the complaint has been received to be nominated as and when required
Dr. Amruth G Kumar, Associate Professor, Dept. of Education – Member Secretary & Convenor

Dept. of Comparative Literature, Member Secretary and Convener

The existing members of the Grievance Redressal Committees for non-teaching staff are:

- Shri. V. Sasidharan, Controller of Examination – Chairman
Dr. Aneesh Kumar T.K. Assit. Director OL – Member
Sri. Pradeep P.T., Section Officer (Recruitment Cell) – Member Secretary & Conenor
Mr. Sureshan Kandathil, Assistant Registrar (Academic) – Member
Ms. Aswathi P.S. Assistant (Examination) - Member
One regular member of the non teaching staff representing the office/ Section/ Department from where complaint has been received (to be nominated as and when required)
Shri. Subhash K.B., Section Officer (Registrar's office)
Shri Mohammed Shareef P.K. Office Attendant, (Registrar's office)



CENTRAL UNIVERSITY OF KERALA

9th

**ANNUAL REPORT
2017-18**

Internal Complaints Committee

Internal Complaints committee received 5 written complaints in file during 2017-18. Investigations are completed on all of those and the final reports are submitted. One case was transferred to the Students grievance cell as the raised charges were not coming under the purview of ICC.

Internal Complaints Committee (ICC)

Dr. Aswathy Nair, Associate Professor, Dept. of BCMB	Presiding Officer
Dr. Shaini .P, Asst. Professor, Dept. of Mathematics	Member
Dr. Joshith, Asst. Professor, Dept. of Education	Member
Mr. Biju. P. Section officer, Finance Branch	Member
Smt. Bindu Pradeep, UDC	Member
Mr. Abhijith, BA IR,UG Representative	Member
Ms. Anjana P.M, Dept. of Chemistry, PG Representative	Member
Ms. Akhila K.P, Dept. of Social Work, Ph. D Representative	Member
Mrs. Sharanya S Rai, , Chennikara (House) Nullipadi (PO) Kasaragod 679121 (NGO, Representative)	Member
Dr. Thasleema T.M., Asst. Professor, Dept. of Computer Science	Member Secretar

SC/ST Standing Committee & SC/ST CELL

Liaison Officer: **Dr. Senthilkumaran K.**

As per the instruction from the University Grants Commission, the SC-ST Cell was constituted in the Central University of Kerala in the year 2014 in order to process the grievances of the members belong to the SC/ST category in the University. It specifically concentrated on the welfare of the SC/ST students and staff.

For effective implementation of the policies and programmes of the reservation policy for the SC/STs in the University, a Standing Committee is constituted under the Chairmanship of the Hon'ble Vice-Chancellor.

As per UGC guidelines, the SC/ST Cell is functioning under the overall supervision of the Liaison Officer.

Cell is to monitor the guidelines issued by the

MHRD, the University Grants Commission and by the government of Kerala from time to time. The Cell ensures the effective implementation of the reservation policies in the university admissions to students in various programmes, accommodation in the hostels, appointments to the teaching and non-teaching posts, allotment of quarters and maintenance of roster register in the University.

The Cell is actively engaged in coordinating and solving the problems in admissions. It also announces details regarding government scholarships through circulars to the SC/ST students through concerned HODs.

The SC/ST students and Employees can approach the Coordinator of the Cell for Redressal of any of their grievance(s) regarding academic, administrative or social problems.

Meeting of the SC/ST Cell

The meeting of the SC/ST Cell was conducted on 19.07.2017 at 3 pm in the Conference Hall, Tejaswini Hills Campus, Kasaragod to discuss various issues related to the SC/STs in the University and submitted the same to the competent authority for further orders.

Complaint Register

The Cell has opened a Complaint Register on 19.08.2014 for the SC/ST students and staff of the University. So far 4 complaints were registered (one complaint during 2016-17) and out of these complaints, two have been solved and the other two are still pending. One of the pending complaint is about the non-receipt of scholarship of the students who belong to various states. The University is giving special attention and taking continuous follow-up actions for getting the scholarship from all the concerned state governments. The other one pending complaint is from a faculty and the Cell has submitted its report on the complaint to the University higher authority for further orders.

ONLINE GRIEVANCE FORM

A complaint registration page for SC/ST has been developed and linked to the website of the University. When any student submits the complaint in the form, an e-mail comes directly to the e-mail of the Registrar which will contain the contact details as well as the complaint details of the concerned complainant.

During the financial year 2017-18, only one complaint was received online on 17.7.2017 from a student regarding Hostel Admission and the necessary steps have been taken by the Cell for providing accommodation.

SC/ST Standing Committee:

The Vice-Chancellor

Dr.Senthil Kumaran Periyasamy, Dy.Librarian

All the Deans of School/Heads of the Departments

Dr.Ranjith N Kumawath, Asst.Professor, Genomic Science

Chairman

Liaison Officer

Members

Member Secretary

SC/ST Cell

Dr.Anish Kumar.T.K, Assistant Director (Official Language)

Dr.Thennarasu.S, Assistant Professor, Linguistics

Dr.Jeyabalan Sangeetha, Assistant Professor, EVS

Dr.Chitra Manisseri, Assistant Professor, Plant Science

Shri.Prasanth.K, Assistant

Shri.Sunil.S, UDC

Co-ordinator

Member

Member

Member

Member

Member



केरल केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित/ Established under the Act of Parliament in 2009)

INTERNAL COMPLAINTS COMMITTEE (ICC)

ICC ANNUAL REPORT (Calendar year: 2019)

e-mail: aswati@cukerala.ac.in

icc@cukerala.ac.in

Contact No: 9446404379

Dated: 02/01/2020

A. Details of complaints handled and status of the same:

S. No.	File Number	Date of receipt of complaint at ICC	Date of submission of ICC Report to Employer	Status
1	CUK/ICC/Compl.Mar'18/2019/02	07/11/2018 (Date on which complaint handed over by outgoing ICC)	26/04/2019	Completed
2	CUK/ICC/Compl.Jan'19/2019/01	15/01/2019	11/07/2019	Completed
3	CUK/ICC/Compl.Dec/2018/02/2019	07/11/2018 (Date on which complaint handed over by outgoing ICC)	18/09/2019	Completed
4	CUK/ICC/Compl.Apr'19/2019/03	04/04/2019	26/04/2019	Completed
5	CUK/ACA/ICC/545/2018/1688	28/01/2019		Completed
6	CUK/ICC/Dec/2019/04	16/12/2019	Inquiry procedure initiated	Ongoing



केरल केन्द्रीय विश्वविद्यालय

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INTERNAL COMPLAINTS COMMITTEE (ICC)

ICC ANNUAL REPORT (Calendar year: 2019)

e-mail: aswati@cukerala.ac.in

icc@cukerala.ac.in

Contact No: 9446404379

B. Details of responses to RTI enquiries submitted to CUK administration and status of the same:

S. No.	File Number	Date of receipt of RTI enquiry at ICC	Date of submission of RTI response to Establishment Section	Status
1	CUKER/R/2019/560027	15/03/2019	29/03/2019	Submitted
2	CUK/ADM/MHRD/UGC/DATA/ 16/VOL.II/F305	24/04/2019	30/04/2019	Submitted
3	CUK/ARA-CPIO/2017	25/04/2019	30/04/2019	Submitted
4	CUK/ARA-CPIO/2017	28/11/2019	05/12/2019	Submitted

Signature of ICC committee members:

Dr. R. Aswati Nair

(Presiding Officer)

Dr. Shaini P

(Member)

Dr. Joshith

(Member)

Dr. Thasleema TM

(Member Secretary)

Mr. Biju P

(Member)

Smt. Bindu Pradeep

(Member)

Ms. Akhila KP

(Ph.D Representative)



केरल केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित/

Established under the Act of Parliament in 2009)

INTERNAL COMPLAINTS COMMITTEE (ICC)

ICC ANNUAL REPORT (Calendar year: 2020)

icc@cukerala.ac.in

Dated: 18/04/2021

A. Details of complaints handled and status of the same:

S. No.	File Number	Date of receipt of complaint at ICC	Date of submission of ICC Report to Employer	Status
1	CUK/ICC/Dec/2019/04	16/12/2019	18/02/2020	Completed
2	CUK/ICC/Dec/2019/05	05/02/2020	12/02/2020	Completed
3	CUK/ICC/Dec/2019/05	16/03/2020	Does not fall under purview of ICC	Forwarded to Students Grievance Redressal Cell

B. Details of responses to RTI enquiries submitted to CUK administration and status of the same:

S. No.	File Number	Date of receipt of RTI enquiry at ICC	Date of submission of RTI response to Establishment Section	Status
1	CUK/ARA-CPIO/2017-dt 09/01/2020	10/01/2020	14/01/2020	Submitted

Signature of ICC committee members:

Dr. R. Aswati Nair, Associate Professor, Presiding Officer

Dr. Shaini P, Assistant Professor, Member

Dr. Reinhart Philip, Assistant Professor, Member

Dr. Thasleema TM, Assistant Professor, Member Secretary

Mr. Jayan KV, Section Officer, Member

Smt. Bindu Pradeep, UDC, Member

Ms. Akhila KP, Ph.D Representative

Ms. Ashi Paul, Dept of Mathematics, PG Representative

Ms. Neeraja K Varma, Intl Relations and Politics, UG Representative