



Amala
COLLEGE OF NURSING
ACCREDITED BY NAAC WITH A GRADE

AMALA COLLEGE OF NURSING

AQAR (2022-2023)



CRITERION 7 – INSTITUTIONAL VALUES AND BEST PRACTICES

Key Indicator 7.1– Institutional Values and Social Responsibilities

Metric No. 7.1.2 Measures initiated by the Institution for the promotion of gender equity during the year

SUBMITTED TO



National Assessment and Accreditation Council

**MINUTES OF GRIEVANCE CELL /
INTERNAL COMPLAINT COMMITTEE**



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Minutes of Student Grievance Redressal Cell Held on 08.01.2022

Student Grievance Redressal cell was held on 8th January 2022 at 2.00 pm at Conference Hall after receiving grievance letter from second year B.Sc. Nursing students regarding presence of non-edible objects (hair, stones) in the mess food.

Members Present:

1. Prof. Dr. Rajee Reghunath
2. Sr. Litha Lizbeth
3. Dr. Sr. Merly John
4. Sr. Moly Thomas
5. Mr. Arun Mohan V
6. Ms. Margret James, Student Representative
7. Ms. Seena A F, Student Representative

Agenda of the meeting

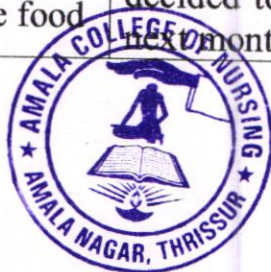
1. Report of previous meeting
2. Mess meeting with mess manager

Discussion of the Agenda

1. Meeting started with a silent prayer at 2.00 pm in the conference hall. Action taken report of the previous meeting was presented. Renovation of the hostel completed and shifted the students to the new hostel.
2. Plan mess meeting with mess manager: Principal enquired the students about their food problem. Students raised their issues regarding presence of stones and hair in the food. They planned to conduct a mess meeting after 2 days.

Action Taken Report:

Sl. No.	Date	Grievance	Action taken report	Date of Implementation
1	08.01.2022	Changing the menu and ensure healthy and safe food	Mess Meeting was conducted on 10.01.2022 and discussed the problem with mess manager. They decided to modify the menu from next month onwards	01.02.2022




Principal

Prof. Dr. RAJEE REGHUNATH
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Minutes of Student Grievance Redressal Cell Held on 06.02.2023

Student Grievance Redressal cell was held on 6th February 2023 at 2.00 pm in the Conference Hall after receiving grievance letter from hostel students regarding acid fly attack in hostel.

Members Present:

1. Prof. Dr. Rajee Reghunath
2. Sr. Litha Lizbeth
3. Dr. Sr. Merly John
4. Sr. Moly Thomas
5. Mr. Arun Mohan V
6. Ms. Margret James, Student Representative
7. Mrs. Archana Jayakumar, Student Representative

Agenda of the meeting

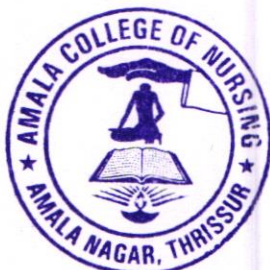
1. Report of previous meeting
2. Request for mosquito net and pesticide spraying in hostel

Discussion of the Agenda

1. Meeting started with a silent prayer at 2.00 pm in conference hall. Action taken report of the previous meeting was presented. Mess meeting was conducted and menu was modified as per the discussion in the meeting.
2. Request for mosquito net and pesticide spraying in hostel
Principal, Dr. Rajee Reghunath enquired the students about the acid fly bite. Students raised their issues regarding the acid fly bite and skin problems faced by them. The students raised the need of mosquito net.

Action Taken Report:

Sl. No.	Date of Meeting	Grievance	Action taken report	Date of Implementation
1	06.02.2023	Acid Fly attack	Meeting was conducted on 06.02.2023 and discussed the problem with Principal, Hostel Warden and maintenance department. In the meeting they decided to fix window net and planned pesticide spray monthly once	09.05.2023



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Minutes of Anti-ragging Committee Meeting Held on 02.03.2022

Anti ragging committee meeting was held on 02.03.2022 at Conference Hall of Amala College of Nursing at 1.00 pm to make strategy plan to avoid ragging prior to the arrival of first year B.Sc. Nursing students on 08.03.2022.

Members Present:

1. Prof. Dr. Rajee Reghunath, Principal
2. Sr. Litha Lizbeth, Vice Principal
3. Sr. Jyothish CSC, Class Co-ordinator
4. Ms. Sisira Suresh O, Student Representative
5. Mr. Antony Joseph T, Office Staff

Agenda of the meeting

1. Action taken report of the previous meeting
2. Strategies are to be decided to prevent ragging since the first year B.Sc. Nursing students are joining on 08.03.2022
3. Mess meeting with mess manager

Discussion of the Agenda

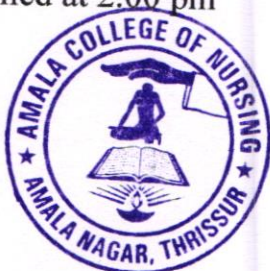
1. Action Taken report of previous meeting:

The meeting started with a silent prayer. The action taken report of the previous meeting was presented by the secretary. No anti-ragging cases were reported in the last academic year.

2. Strategies needed to prevent ragging

A discussion was made on the strategic plan of anti-ragging. After the discussion principal instructed to educate senior students regarding ragging and related punishments, appoint teachers at college and hostel premises for supervision, promote student volunteering, sensitize anti-ragging squad, evaluate the squad activities, display posters about ragging and punishment.

The meeting adjourned at 2.00 pm



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Action Taken Report:

Sl. No.	Date of meeting	Action taken report	Date of implementation
1	02.03.2022	<ul style="list-style-type: none">• Conduct a class on antiragging and related punishment to all batches of B.Sc. Nursing students• Reconstitute Anti-ragging committee• Prepare duty list for assigning duty to all teachers in college and hostel supervision• Display flash cards of anti-ragging• Select student representatives for squad activities• Arrange mentor-mentee programme for first year B.Sc. Nursing	01.02.2022


Principal



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Minutes of Anti-ragging Committee Meeting Held on 07.04.2022

Anti-ragging committee was held on 07.04.2022 at conference hall of Amala College of Nursing at 10.00 am to evaluate the atmosphere prevailing after joining of first year B.Sc. Nursing students.

Members Present:

1. Prof. Dr. Rajee Reghunath, Principal
2. Sr. Litha Lizbeth, Vice Principal
3. Sr. Jyothish, Class Co-ordinator
4. Ms. Sisira Suresh O, Student representative
5. Mr. Antony Joseph T, Office Staff

Agenda of the Meeting

1. Action taken report of the previous meeting
2. To evaluate the current atmosphere of the campus after joining first year B.Sc. Nursing

Discussion of the Agenda

1. Action taken report of the previous meeting
The meeting was started with a silent prayer. The action taken report of the previous meeting was presented by the secretary.
 - Class on Anti-ragging conducted by Principal Prof. Dr. Rajee Reghunath
 - Displayed flash card on Anti-ragging
2. Evaluate the atmosphere prevailing after joining the first year B.Sc. Nursing students. Principal enquired about the ragging cases. The committee observed that there were no written or oral complaints from first year B.Sc. Nursing students. Principal enquired about the ragging cases. The committee observed that there were no written or oral complaints from first year B.Sc. Nursing students. First year students representatives reported that they were satisfied by the care given by teachers and Principal.




Principal

Prof. Dr. RAJEE REGHUNATH
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Minutes of Anti-ragging Committee Meeting Held on 20.11.2022

Anti-ragging committee was reconstituted and meeting was conducted on 20.11.2022. Meeting started at 11.00 am with a silent prayer, with all the members were present. A duty list for anti-ragging squad was put forward and all members were strictly followed the work of the squad. Dr. Rajee Reghunath instructed all the rules and regulations to be followed in campus and hostel wardens also gave instructions to be followed in the hostel.

Members Present:

1. Prof. Dr. Rajee Reghunath, Principal
2. Sr. Litha Lizbeth, Vice Principal
3. Dr. Sr. Merly John
4. Sr. Grace Maria
5. Mrs. Surya
6. Mr. Antony Joseph T, Office Staff

Agenda of the Meeting

1. Action taken report of the previous meeting
2. Strategies are to be decided to prevent ragging since the first year B.Sc. Nursing Students are joining on 30.11.2022.

Discussion of the meeting:


Action taken report of previous meeting

The meeting started with a silent prayer. The action taken report of the previous meeting was presented by the Secretary. No anti-ragging cases was reported in the last academic year.

Strategies needed to prevent ragging

- A discussion was made on the strategic plan of anti-ragging. After the discussion principal instructed to educate senior students regarding ragging and related punishments appoint teachers at college and hostel premises for supervision, promote student volunteering sensitize anti-ragging squad, evaluate the squad activities, display posters about ragging and punishment. The meeting adjourned at 11.00 am.




Prof. Dr. RAJEE REGHUNATH
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Action taken report

Date of Anti-ragging committee	Action taken report	Date of implementation
20.11.2022	<ul style="list-style-type: none">• Conduct a class on anti-ragging and related punishment to all batches of B.Sc. Nursing students• Reconstitute anti-ragging committee• Prepare dutylist for assigning duty to all teachers in college and hostel supervision• Display flash cards of anti-ragging• Select student representative for squad activities• Arrange mentor-mentee programme for first year B.Sc. Nursing students	29.11.2022




Principal

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Minutes of Anti-ragging Committee Meeting Held on 29.12.2022

Anti-ragging committee meeting was conducted on 29.12.2022. Meeting started at 11.00 am with silent prayer at conference hall of Amala College of Nursing to evaluate the atmosphere prevailing after joining of first year B.Sc. Nursing students.

Members Present

1. Prof. Dr. Rajee Reghunath, Principal
2. Sr. Litha Lizbeth, Vice Principal
3. Dr. Sr. Merly John
4. Sr. Grace Maria
5. Mrs. Surya K
6. Ms. Sisira Suresh O, Student Representative
7. Mrs. Santhi N, Office Staff

AGENDA OF THE MEETING

1. Action taken report of the previous meeting
The meeting was started with a silent prayer. The action taken report of the previous meeting was presented by the secretary.
 - Class on anti-ragging conducted by Principal, Prof. Dr. Rajee Reghunth
 - Displayed flashcard on anti-ragging
2. Evaluate the atmosphere prevailing after joining the first year B.Sc. Nursing students.

Principal enquired about the ragging cases. The committee observed that there were no written or oral complaints from first year B.Sc. Nursing students. First year students representatives reported that they were satisfied by the care given by teachers and principal.




Principal

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MINUTES OF THE INTERNAL COMPLAINT COMMITTEE MEETING HELD ON 04.01.2022 AT 11.00 AM

The meeting on anti-sexual harassment committee was held on 04.01.2022 at 11.00 am at conference room of Amala College of Nursing with a silent prayer. Since no complaints were received the committee discussed the effect of Karate training class held on 31.12.2021 and reviewed the future plans.

Members :

1. Dr. Rajee Reghunath, Chairperson
2. Dr. Sr. Merly John, Convenor
3. Sr. Jyothish CSC, Member
4. Mrs. Bincy A P, Member

Agenda:

- Discuss any complaints related to sexual harassment among staff and students
- To discuss future plans

Discussion of meeting:

Action taken report of previous meeting was presented. No sexual harassment cases reported among staff and students.

Discuss future plans

The committee discussed the problems faced by young adults in the present era and the importance of providing awareness classes / programmes to influence their minds for positive and affirming views of sexuality.




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Minutes of the Internal Complaint Committee Meeting Held on 27.01.2023

Anti-sexual harassment Committee meeting was held on 27.01.2023 at Conference hall, Amala College of Nursing at 2.00 pm to discuss any complaints related to sexual harassment among the students and staff.

Members:

1. Dr. Rajee Reghunath, Chairperson
2. Dr. Sr. Merly John, Convenor
3. Sr. Jyothish CSC, Member
4. Mrs. Bincy A P, Member
5. Ms. Siya Joy, Student Representative

Agenda:

- To read the previous meeting minutes
- To discussion of incidence on sexual harassment among staff and students
- To discuss future plan

Discussion of meeting:

Prof. Dr. Rajee Reghunath, Chairperson reported that there is no cases has been reported to Principal, HOD, Class Co-ordinators or any other faculty.

Discuss future plans

The committee observed the importance of awareness programs and decided to conduct various awareness programs on self defense with the help of experts to improve self-confidence and use of self-defense against harassment. All the members of the meeting supported this plan to build self confidence of the students and staff.




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