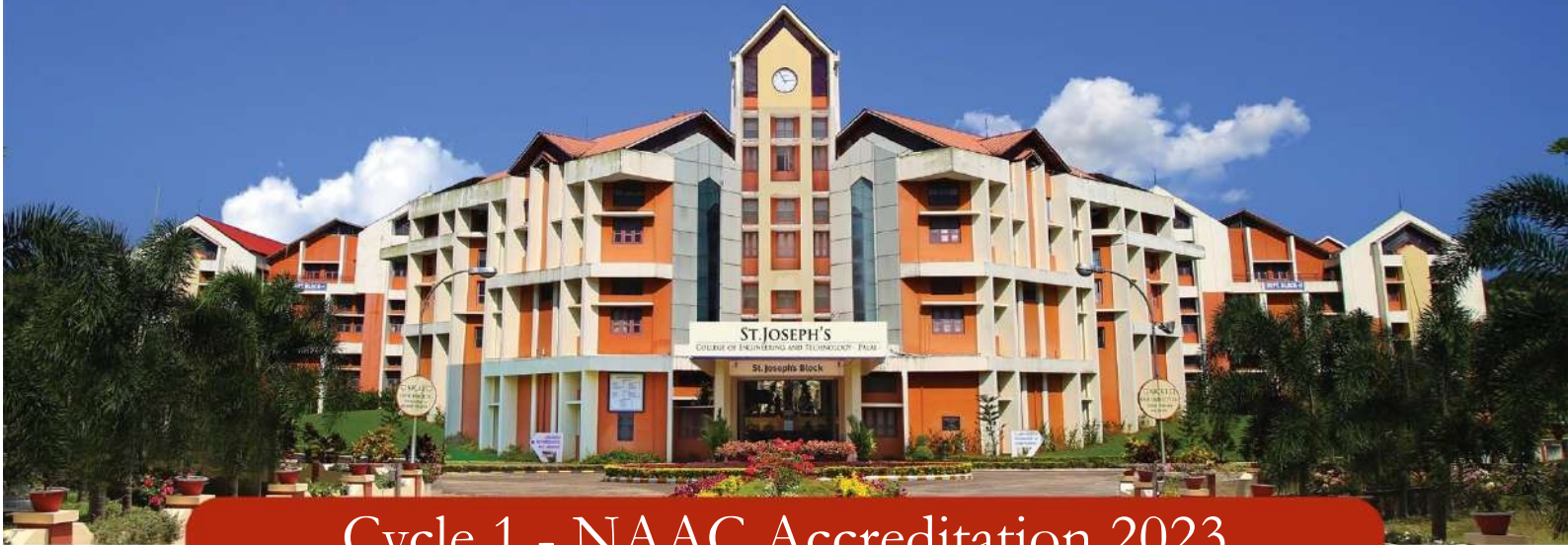




ST. JOSEPH'S

COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

Choondacherry P.O., Palai, Kottayam Pin 686579, Kerala, India
Phone: +91 4822-239700, 239301, 239302
Email: info@sjcetpalai.ac.in • Website: www.sjcetpalai.ac.in



Cycle 1 - NAAC Accreditation 2023

Criterion - 5

Student Support and Progression

5.1 Student Support

Submitted to:



National Assessment and Accreditation Council

Criterion - 5

Student Support and Progression

CONTENTS

5.1 Student Support

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

- Details of guidelines of statutory/regulatory bodies
- Constitution of
 - [Anti-Ragging Committee](#)
 - [Internal Complaint Committee](#)
 - [SC/ST Cell](#)
 - [Student Grievance and Redressal Committee](#)

[Weblink for Various Committes](#)

ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

(Abstract)

Re-constitution of Anti-Ragging Committee - Approved -Orders Issued

ACADEMIC AI Section

No. SJCET/Ac.A1/2022-23/402

Date: 08/11/2022

Read: 1. Circular No. KTU/ASST6 (ADMIN)1902/2021 dated 31/07/2022 of APJAKTU
2. Order No. SJCET/Ac.A1/2021-22/402(b) dated 02/04/2022

ORDER

The Anti Ragging Committee of St. Joseph's College of Engineering & Technology, Palai is reconstituted with the following members.

Designation	Roll
Principal	Chairman
Manager (Nominee of the Management)	Member
Vice Principal	Member
Bursar	Member
HoD, ME	Convenor
HoD, CS	Member
HoD, CE	Member
HoD, MCA	Member
HoD, S&H	Member
Dean UG	Member
HoD, MBA	Member
HoD, EC	Member
HoD, EEE	Member
HoD, AD	Member
HoD, ES	Member
HoD, CY	Member
Asst. Director, Physical Education	Member

Ms. Praseetha V M., Associate Professor, CSE	Members
Class Representative (Male) S1 AD	Member
Class Representative (Female) S1 CY	Member
Class Representative (Male) S3 ME B	Member
Class Representative (Female) S3 ES	Member
Class Representative (Male) S5 CE	Member
Class Representative (Female) S5 EC	Member
Class Representative (Male) S7 EE	Member
Class Representative (Female) S7 CS A	Member
Class Representative (Male) S1 MCA	Member
Class Representative (Female) S3 MBA	Member
Class Representative S1 M.Tech	Member
Warden, St. Thomas Hostel	Member
Warden, St. Mary's Hostel	Member
PTA President	Member
Public Relations Officer (Representative of a Non- teaching Staff)	Member
Representative from Police Administration	Member
Ms. Sreelekha P., Executive Engineer, PWD (Representative from Civil Administration)	Member
Sri Eby Emmanuel P. Secretary Meenachil River Protection Council, (Representative of NGO)	Member
Mr. Sijimon M James, Bureau Chief, Malayala Manorama, (Media Representative)	Member

The paper 2 read above stands modified to this extent.

Orders are issued accordingly.


Principal

Copy to,

1. The members concerned
2. Manager
3. Vice-Principal
4. HoDs/SAO
5. E-Records
6. Stock file/File copy



ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

(Abstract)

Re-Constitution of Internal Complaint Committee (ICC) - Approved – Orders issued

Ac.AI Section

No. SJ CET/Ac.A1/2022/402

Date: 08/11/2022

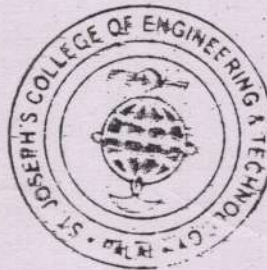
Read: 1 AICTE Approval Process Hand Book 2022 - Clause 6.3.4

ORDER

The Internal Complaint Committee (ICC) of the college has been reconstituted with the following members as per AICTE guidelines referred to above.

Sl.No.	Name & Designation	Roll
1	Dr. Manju George, Associate Professor Dept. of Science & Humanities	Presiding Officer
2.	Mr. Sabarinath G., Asst. Professor, Electronics & Communication Engg Ms. Smitha Jacob, Asst. Professor, CSE	Faculty members
3.	Ms. Jasmin P Jose, Junior Superintendent Ms. Jinimol Joseph, Instructor, ECE	Non-teaching staff members
4.	Sr. Thresia Joice Varghese, Counselor Ms. Remya Alex, Director, Healthy Minds, Palai, Member, District Juvenile Board, Kottayam	External members
5.	Ms. Ansamma Sabu, Vice President, AKCC Palai Diocese, Board Member, Meenachil Library Council	Representative of NGOs
6	Vice Chairperson, College Union General Secretary, College Union Girl Student Representative, Student Council	Student nominees

Orders are issued accordingly.



Principal

Copy to,

1. The members concerned
2. Manager
3. Principal's desk
4. Vice-Principal
5. HoDs/SAO
6. Warden, College Hostels
7. PRO/Information Office
8. Stock file/File copy

ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

(Abstract)

Re-Constitution of Internal Complaint Committee (ICC)-Approved –Orders issued

Ac.AI Section

No. SJ CET/Ac.A1/2020-21/402

22/11/2021

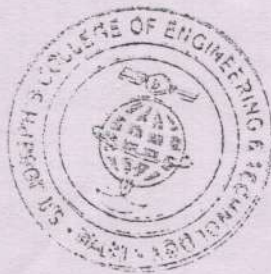
Read: . Order No. SJ CET/Ac.A1/2020-21/402 dated 10/11/2020

ORDER

The Internal Complaint Committee (ICC) of the college has been reconstituted with the following members for the academic year 2021-22.

Sl.No.	Roll	Name & Designation	Telephone Number
1	Presiding Officer	Dr. Tessy Kurian Professor, Science & Humanities	9446121678
2.	Faculty members	Dr. Saji Abraham Head, Corporate Relations	9744881113
		Ms. Smitha Jacob Asst. Professor, CSE	9446922158
3.	Non-teaching staff members	Ms. Jasmine P Jose Junior Superintendent	9495684408
		Ms. Jinimol Joseph Instructor, EC	9447599281
4.	Expert member familiar with issues relating with Sexual Harassment	Sr. Thresia Joice Varghese Counsellor	9562229402
5.	Representative of NGO	Mrs. Ansamma Sabu, President, Grama Panchayat, Marangattupilly, Vice President, AKCC Palai Diocese Board Member, Meenachil Library Council	9447474205
6	Student nominees	Vice Chairperson, College Union	-
		General Secretary, College Union	-

Orders are issued accordingly.



Principal

Copy to,

1. The members concerned
2. Manager
3. Vice-Principal
4. HoDs/SAO
5. E-Records
6. Stock file/File copy

ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

(Abstract)

Re-Constitution of Internal Complaint Committee (ICC) - Approved – Orders issued

Ac.AI Section

No. SJ CET/Ac.A1/2020-21/402

10/11/2020


Read: 1 AICTE Approval Process Hand Book 2020 - Clause 6.3.4

ORDER

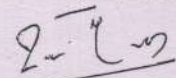
The Internal Complaint Committee (ICC) of the college has been reconstituted with the following members for the Academic Year 2020-21, as per AICTE guidelines referred to above

Sl.No.	Roll	Name & Designation	Telephone Number
1	Presiding Officer	Dr. Tessa Kurian, Professor, Dept. of Science & Humanities	9446171678
2.	Faculty members	Dr. Saji Abraham, Head, Corporate Relations	9744881113
		Ms. Smitha Jacob, Asst. Professor, CSE	9446922158
3.	Non-teaching staff members	Ms. Jasmin P Jose, Junior Superintendent	9495684408
		Ms. Jinimol Joseph, Instructor, ECE	9447599281
4.	External member	Sr. Thresia Joice Varghese, Counselor	9562229402
5.	Representative of NGOs	Ms. Anamma Sabu, Vice President, AKCC Palai Diocese, Board Member, Meenachil Library Council	9447474205
6	Student nominees	Ms. Smitha John(17/CS/096), S7, CSE	04822239301
		Mr. Akshai Biju (17/ME/009), S5, ME	04822239301
		General Secretary, College Union	04822233301

Orders are issued accordingly.


Principal

Forwarded/ By order


Administrative Officer

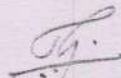
Copy to,

1. The members concerned
2. Manager
3. Vice-Principal
4. HoDs/SAO
5. E-Records
6. Stock file/File copy

Date: 18/08/2019

NOTICE

There will be a meeting of the Internal Complaint Committee / Prevention and Prohibition of Sexual Harassment at 04.30 p .m on 20/08/2019 at St. Joseph's Block Seminar Hall. All members concerned are directed to attend the meeting without fail.


Principal

Copy to:

1. Members concerned
2. HoDs, please inform all the students about the functioning of this committee to express their issues and problems related to facilities in the camps and sexual harassment if any
3. Manager
4. Vice Principal
5. SAO
6. PRO/Information office
7. File

PROCEEDINGS OF THE PRINCIPAL,
ST. JOSEPH'S COLLEGE OF ENGINEERING & TECHNOLOGY, PALAI

Sub:- Constitution of Internal Complaint Committee (ICC) – Orders issued

Ref:- Section 4 of AICTE (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances In Technical Institutions) Regulations, 2016.

ORDER NO.SJCET/Ac.AI/2019/194

DATED 15 JULY 2019


ORDER

As required in the regulations cited and guidelines issued by the All India Council of Technical Education, an Internal Complaint Committee (ICC) is formed in this Institute consisting of the following members, for prevention of sexual harassment of women (students and staff) in the Institute and redressal of complaints:

Sl.No.	Nominee	Name & Designation	Position
1	Presiding Officer	Dr. Tessy Kurian Professor, Science & Humanities	Chairman
2.	Two faculty members	Dr. Saji Abraham Head, Corporate Relations	Member
		Ms. Smitha Jacob Asst. Professor, CSE	Member
3.	Two non-teaching staff members	Ms. Jasmine P Jose Junior Superintendent	Member
		Ms. Jinimol Joseph Instructor, EC	Member
4.	A person familiar with issues relating with Sexual Harassment	Sr. Thresia Joice Varghese Counselor	Member
5.	Three Student nominees	Ms. Smitha John(17/CS/096) S5, CSE	Member
		Ms. Angitha Maria Mathew (16EC065) S7, EC	Member
		Mr. Akshai Biju (17/ME/009) S5, ME	Member

To the members concerned




Dr. J David
Principal

ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

(Abstract)

Reconstitution of SC/ST Committee – Approved- Orders- issued

Ac.AI Section

No. SJCT/Ac.AI/2022/190

Date: 08/11/2022

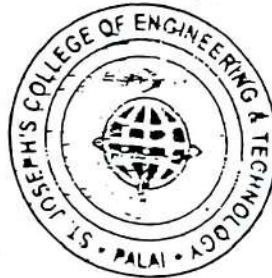
- Read: 1. AICTE Approval Process Hand Book, Clause 6.3.3 in Appendix 6
2. Order No. SJCT/Ac.AI/2019/190 dated 15/07/2019
3. Order No. SJCT/Ac.A1/2019/190 (b) dated 02/04/2022

ORDER

The SC/ST Committee of St. Joseph's College of Engineering & Technology, Palai is reconstituted with the following members, based on the AICTE guidelines vide paper read No.1 above.

Sl. No	Designation	Roll
1	Dr. Ignatious Korah	Convenor
2	Mr. Babusanker S., Asst. Professor, ME	Member
3	Ms. Juney M George, Asst. Professor, ECE	Member
4	Mr. Manish Jose, Asst. Professor, CE	Member
5	Ms. Vijayalakshmi G. Asst. Professor, ECE	Member
6	Mr. Georgekutty Joseph, Senior Office Assistant	Member
7	Mr. Gautham Babu (20/CS/060) , S5 CS A	Student Member

The papers read No.2 and 3 above stand modified to this extent.




Principal

Copy to,

1. The members concerned
2. Manager
3. Principal's desk
4. Vice-Principal
5. HoDs/SAO
6. Coordinator, IQAC
7. E-Records
8. Stock file/File copy

ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- P A L A I -

(Abstract)

Induction of new members into SC/ST Committee – Approved- Orders- issued

Ac.AI Section

No. SJ CET/Ac.AI/2019/190 (b)

02/04/2022

Read: Order No. SJ CET/Ac.AI/2019/190 dated 15/07/2019

ORDER

The following members have been inducted into the SC/ST Committee as detailed below.

1. Mr. Babusanker S. Asst. Professor, ME in lieu of Mr. Prince V Jose, Asst. Professor, CSE being relieved.
2. Ms. Vijayalakshmi G, Asst. Professor, ECE in lieu of Ms. Smija Das, Asst. Professor, CSE being relieved.

The paper read above stands modified to this extent.

Orders are issued accordingly.

M. S. S. S.
Principal
02/04/22



Copy to,

1. The members concerned
2. Manager
3. Vice-Principal
4. HoDs/SAO
5. Coordinator, IQAC
6. E-Records
7. Stock file/File copy

PROCEEDINGS OF THE PRINCIPAL,
ST JOSEPH'S COLLEGE OF ENGINEERING & TECHNOLOGY, PALAI

Sub:- Constitution of Committee for Prevention of Atrocities against Scheduled Castes and Scheduled Tribes – Orders issued

Ref:- Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act 1989, No.33 of 1989 dated 11.9.1989

ORDER NO.SJCET/Ac. AI/2019/190

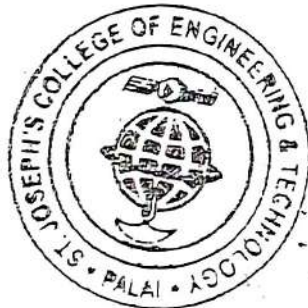
DATED 15 JULY 2019


Based on the guidelines issued by the All India Council of Technical Education, a Committee for Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) is constituted in this Institution with the following members:

Sl. No.	Name & Designation	Position	Telephone Number
1	Dr. K. J George, Professor, CE	Chairman	9446160868
2.	Mr. Prince V Jose, Asst. Professor, CS	Member	7907518421
3.	Ms. Juney M George Asst. Professor, EC	Member	8129194274
4	Mr. Manish Jose Asst. Professor, CE	Member	9447764273
5	Ms. Smija Das Asst. Professor, CS	Member	9947863585

The Committee should follow the directions provided in the guidelines issued by the AICTE and to hold meetings as and when required so as to achieve the objectives of the Regulations.

To the members concerned
O/C & S/F




Dr. J. David,
Principal

ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

(Abstract)

Induction of new member to Students Grievance Redressal Committee - Approved –Orders issued

ACADEMIC AI Section

No. SJCT/Ac.A1/SJC/2021

2/3/2021

Read: Order No. SJCT/Ac.A1/SJC/2020 dated 10/11/2020

ORDER

Consequent on the granting of leave to Ms. Smija Das, Asst. Prof. Department of Computer Science and Engineering, the new member Ms. Mereen Thomas Vadakkel Asst. Prof. CSE has been inducted into the Students Grievance Redressal Committee vice Ms. Smija Das.

The paper read above stands modified to this extent

Orders are issued accordingly.

Sd/-
Principal

Copy to,

1. The members concerned
2. Manager
3. Vice-Principal
4. HoDs/SAO
5. Coordinator, IQAC
6. E-Records
7. Stock file/File copy

Forwarded /By order


Administrative Officer

ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- P A L A I -

(Abstract)

Nomination of student representative to the Grievance Redressal Committee -Approved -Orders issued

Ac.AI Section

No. SJ CET/Ac.A1/2020/195

10/11/2020

Read: 1..A1/SGC/2020 dated 04/03/2020

2. Clause 5 in AICTE (Redressal of Grievance of Students) Regulations 2019
3. Observations of the NBA Expert team during the accreditation visit from 18/01/2019 to 20/01/2019

ORDER

Sanction has been accorded to nominate the Vice-Chairman of the College Union, representing students, to the Grievance Redressal Committee.

The order no. SJ CET/Ac.A1/2020/195 dated 04/03/2020 stands modified to this extent.

Orders are issued accordingly.

.Sd/-

Principal

Forwarded/ By order


Administrative Officer

Copy to,

1. The members concerned
2. Manager
3. Vice-Principal
4. HoDs/SAO
5. Coordinator, IQAC
6. E-Records
7. Stock file/File copy

ST JOSEPH'S COLLEGE OF ENGINEERING & TECHNOLOGY, PALAI
(Abstract)

Sub:- Students Grievance Redressal Committee - Reconstitution- Approved Orders issued

ORDER NO.Ac.AI/SGC/2020

DATED 04/03/2020

ACADEMIC 1 SECTION

Read: Appendix 15 of AICTE Approval Process Handbook 2020-21

ORDER

Sanction has been accorded by the Chairman, SJCTET to reconstitute the Students Grievance Redressal Committee with the following members, with effect from 2020-21 academic year, in tune with paper read above.

Sl.No.	Name & Designation	Position	Telephone Number
1	Principal	Chairman	9447820405
2.	Dr. Madhukumar S. Vice Principal	Convenor	9495431623
3.	Mr. Sabarinath G., Asst. Professor, EC	Member	9447583520
4.	Mr. Tom Zacharia Asst. Professor, ME	Member	9895646290
5.	Ms. Jiji Joseph Asst. Professor, S&H	Member	9495204171
6	Ms. Elizabeth Alphonsa Jose Asst. Professor, EE	Member	9495347702
7	Ms. Smija Das Asst. Professor, CSE	Member	9947863585

Orders are issued accordingly

-sd-
Principal

Forwarded / By order


Administrative Officer

Copy to:

1. The members concerned
2. Manager/Lab Manager/Bursar
3. HoDs
4. Warden, College Hostels
5. Notice Boards (College & Hostel)
6. E- Records/ Stock File / File Copy

PROCEEDINGS OF THE PRINCIPAL,
ST JOSEPH'S COLLEGE OF ENGINEERING & TECHNOLOGY, PALAI

Sub:- Constitution of Grievance Redressal Committee – Orders issued

ORDER NO.SJCET/Ac.AI/2019/195

DATED 15 JULY 2019

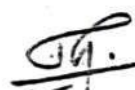
ORDER

In accordance with the guidelines issued by the All India Council for Technical Education, a Grievance Redressal Committee has been constituted in this Institute with the following members so as to enable the student to submit their grievance if any, for remedial measures.

Sl.No.	Name & Designation	Position	Telephone Number
1	Dr. Madhukumar S. Vice Principal	Chairman	9495431623
2.	Mr. Sabarinath G., Asst. Professor, EC	Convener	9447583520
3.	Prof. Tom Zacharia Asst. Professor, ME	Member	9895646290
4.	Ms. Jiji Joseph Asst. Professor, S&H	Member	9495204171
5.	Ms. Elizabeth Alphonsa Jose Asst. Professor, EE	Member	9495347702
6	Ms. Smija Das Asst. Professor, CSE	Member	9947863585

To the members concerned




Dr. J David
Principal.