



MOHAMED SATHAK A J COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and affiliated to Anna University, Chennai)
Siruseri IT Park, Egattur, Chennai - 603 103

ANTI – RAGGING COMMITTEE

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PRINCIPAL
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
34, Rajiv Gandhi Road (OMR), Siruseri, IT Park
Chennai-603 103.



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ABOUT US

Ragging in any form is totally prohibited in and outside the campus of Mohamed Sathak AJ College of Engineering. It is the objective of every member of MSAJCE community consisting of the Management, Faculty and Staff members and as well as all students and their parents/guardians to make the College a 'Ragging free' Institution and ensure a conducive environment for freshers to adapt to the changes that the college life may demand on them and grow up along with their seniors.

The College is committed to follow all Regulations and Guidelines promulgated by the UGC, AICTE and Honorable Supreme Court and other higher authorities from time to time. The college will not permit or condone any incident of ragging in any form and will take all necessary and required measures to achieve the objective of eliminating ragging, within the institution or outside. The College will follow the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions , 2009.(F.1-16/2007(CPP-II) dated 17th June, 2009) and take stringent action against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging, in accordance with these and other Regulations in force.

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Roles and responsibility

As defined by the UGC, Ragging constitutes one or more of any of the following

acts:-

1. 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.
2. Indulging any indiscipline 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 fresher or any other student;
3. 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;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

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7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
9. Any act that affects the mental health and self-confidence of a 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.

Punishments that may be awarded for Ragging.

Every incident of ragging will be investigated by the Anti ragging Squads who will go into the details and submit all relevant information to the Principal along with their findings and recommendations.

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal will determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more specified clauses of the UGC Regulations, for further action.

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Further, the Anti-Ragging Committee of MSAJCE will, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad/s, award, to those found guilty, one or more of the following punishments, namely:-

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing scholarship/ fellowship and other benefits
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/ expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Where the persons committing or abetting the act of ragging are not identified, the college will resort to collective punishment.

(As per UGC Regulations, an appeal against the order of punishment by the Anti-Ragging Committee of MSAJCE lies with the Vice-Chancellor of Anna University, Chennai)


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STUDENT GREIVENCES REDRESSAL COMMITTEE

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Student Grievances & Redressal Policy

The function of the cell is to look into the complaints lodged by any student and staff, and judge its merit. The Grievance cell is also empowered to address genuine problems and complaints of students and staffs whatever be the nature of the problem. Anyone with a genuine grievance may approach the department members in person, or in consultation with the Students Councilor. In case the person is unwilling to appear in self, grievances may be dropped, in writing, at the letterbox/suggestion box of the Grievance Cell at reception table.

Objectives of Grievance Redressal Committee

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the staffs and Students of the College with the following objectives:

- Maintain the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Staff relationship etc.
- Encouraging the Students to express their grievances / problems freely, without any fear of being victimized.
- Installation of Suggestion / complaint Box in the reception table in which the Students / staffs, who want to remain anonymous, may drop their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising all staffs and students to be affectionate with each other and not to behave in a vindictive manner towards any of them for any reason.



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Jurisdiction of Committee

The cell will deal with Grievances received in writing from the students about any of the following matters from the aggrieved students / staffs.

- **Academic Matters:** Related to class room teaching, class room management, completion of syllabus, teaching methods, attendance etc.
- **Administrative Matters:** Related to timely issue of duplicate Mark-sheets, Bonafide, Transfer Certificates, Conduct Certificates or other examination related matters.
- **Financial matters:** Related to dues and payments for various items from library, hostels etc.
- **Harassment and Ragging**
- **Other Matters:** Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

The cases will be attended promptly on receipt of written grievances from the students.

- The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

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- The students may feel free to put up a grievance in writing
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance.

Grievance Redressal Committee

- Department grievance committee
- Institute level grievance
- Central grievance committee

1. Department level Grievance Redressal Committee

- i. Head of the Department – Chairman
- ii. Faculty Advisor and Senior faculty of the department - Members

This committee will deal with the Grievance related to Academic and Administrative matters of the Department.

2. Institute level Grievance Redressal Committee

- i. Convener Grievances Redressal Committee - Chairman
- ii. Up to five (5) members to be appointed by the Head of the Institute as members from grievances redressal committee.

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This committee will deal with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

3. Central Grievance Redressal Committee

- i. Principal - Chairman
- ii. Convener Grievances Redressal Committee
- iii. NGO and Parent members nominated by the Principal.
- iv. Senior professor

This committee will deal with all the Grievances directly which is related to the common problems at institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by student against the decision of the Institute level committee.

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Procedure for Redressal of Grievances

1. An aggrieved student who has the Grievance or Grievances at the Department level shall make an application first to the HoD. The Head of Department after verifying the facts will try to redress the grievance within a reasonable time. If the student is not satisfied with the verdict or solution of the HoD, then the same should be placed before the Department level committee.
 2. If the student is not satisfied with the decision of Department committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.
 3. The convener of Institute grievance committee, after verifying the facts and the papers concerned and having discussion within the Chairman of the Department committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a reasonable time.
 4. If the student is not satisfied with the Redressal offered by the Institute level committee and feels that his/her Grievance is not redressed, he/she can submit an appeal to the central grievance committee within a week from the date of receipt of decision with the relevant details.
- While dealing with the complaint the committee at all levels will observe law of natural justice and hear the complainant and concerned people.

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- While passing an order on any Grievance at any level the relevant provisions of act / Regulations should be kept in mind and no such order should be passed in contradiction of the same.
- The student will submit the application of Grievance or appeal to the Institute level committee or central grievance Redressal committee, as the case may be, through the Head of Department and Head of Institute concerned.

Responsibility for Redressal Committee

1. The final responsibility for grievance Redressal rests with the Principal of the college.
2. The college expects that grievance Redressal be time bound and result oriented. Every grievance is expected to be resolved within a reasonable period.
3. The grievance Redressal cell of the college shall monitor status and progress of grievance Redressal and shall furnish report on grievance Redressal position to the Principal.

Powers

- In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with students.
- In case the members fail to find out any solution then the matter is referred to the Principal for final commitment on the matter.



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- Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved. If anybody is found to be guilty for any kind of nuisance he or she is given punishment with due consideration with the Principal. The nature of punishment, information to the police (if situation arises for so) and expelling from the college are as per the rules of the institute.

Exclusions

The grievance Redressal cell shall not entertain the following issues:

- Decisions of the Governing body, Academic council, Board of studies and other administrative or academic committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals etc.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.

Composition:

The cell is having the provision of being reconstituted every year if situation arises for so by the Principal himself along with suggestions sought from the in charge administrative body. Care has to be taken to select staff members from each stream.



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Internal Complaints Committee (ICC)

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Objectives of Internal Complaint Committee

1. Prevention of discrimination and Sexual Harassment against women, by promoting gender amity among student and employees
2. Deal with cases of discrimination and sexual harassment against women in a time bound manner aiming at ensuring support services to the victim
3. Recommend appropriate punitive action against the guilty
4. To uphold the commitment of the Institute to provide an environment free of gender-based discrimination
5. To create a secure physical and social environment to deter any act of sexual harassment
6. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

Methodology (Code of Conduct)

The procedure for redressal of complaints regarding sexual harassment of women at workplace was finalized and it was decided that the guidelines and norms laid down by Hon'ble Supreme Court as Vishakha Guidelines should be following by Internal Complaint Committee.

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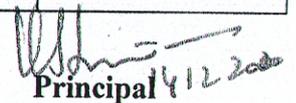
Ref.No: MSAJCE/AR-20 / 2020-2021

Date: 14.12.2020

Circular

An Anti-Ragging Committee has been constituted with the following staff as committee members, headed by the principal of the college in order to curb the ragging of first year students in any of the college premises for the Academic year (2020-2021).

S. No	Name	Designation	Category	Contact Details
1	Dr.K.S.Srinivasan	Principal MSAJCE, Chennai	Chairman	9444300499
2	Dr.R.Senthil Kumar	Head -Student Affairs, MSAJCE, Chennai	Convener	8610337011
3	Dr.S.Vijayakumar	Head - Admin, MSAJCE, Chennai.	Member	9952054977,
4	Dr.S.Prasath	Head - Placement; MSAJCE, Chennai	Member	8248083360;
5	Dr.K.P.Santhosh Nathan	PED, MSAJCE, Chennai	Member	9840886992
6	Mr.A.Abdul Gafoor	Admission Officer, MSAJCE, Chennai.	Member	9940319629
7	Mr.C.Venkatesh	AP / EEE, MSAJCE, Chennai	Member	8978090678
8	Mr.S.Senthil Pandi	AP / IT, MSAJCE, Chennai	Member	9578920860
9	Ms.S.Sona Devi	AP/ ECE, MSAJCE, Chennai.	Member	8903407127
10	Mr.Rizha-Ur- Rahman	AP / Civil, MSAJCE, Chennai	Member	9790836981
11	Mr. Syed Ismail	AP / CSE , MSAJCE, Chennai	Member	9884385464
12	Mrs.V.Shobana	AP / Physics MSAJCE, Chennai	Member	7449018960
13	Mrs.Zulaiha Mariyam	AP / Maths MSAJCE, Chennai	Member	9875691362
14	Carol Persy .N	BE.ECE	Student Member	MSAJCE
15	Mohamed Towfic.A	BE.MECH	Student Member	MSAJCE
16	Mohamed Abdulla .K	BE.CIVIL	Student Member	MSAJCE
17	Ijaz Ahamed.M	B.E.EEE	Student Member	MSAJCE


Principal 14/12/2020

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- The Chairman & Director
- All HOD's to circulate among all faculty & staff
- Admin Office
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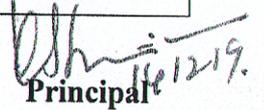
Ref.No: MSAJCE/ICC-17 / 2020-2021

Date: 14.12.2020

Circular

As per the provision of "Sexual Harassment of Women at Workplace" (Prevention, Prohibition and Redressal) Act 2013, an Internal Complaints Committee consisting of the following members is hereby constituted to deal with the complaints of the Academic Year 2019-2020.

S. No	Name	Designation	Category	Contact Details
1	Dr.E.Dhiravidachelvi.	Head – Academics , MSAJCE,	Convener	9442046457
2	Mrs.Adhilakshmi Logamurthy	Advocate & Legal Consultant	Member	9841014926
3	Dr. I. Manju	Head of Technology Centre and Industry Relation, MSAJCE	Member	9940055026
4	Ms.S.Sudha,	Asst.Prof/Maths, MSAJCE, Chennai.	Member	9585855656
5	Mr.HussainBasha - NGO-1	Master Mind Consultant, Chennai.	Member	7397733573
6	Dr.Ushaa Eswaran - NGO-2	Counselor & Consultant	Member	-
7	Ms.S.Usha,	AP/English, MSAJCE, Chennai.	Member	9789275232
8	Dr.Ramesh.G	Asst.Prof/MECH, MSAJCE, Chennai	Member	9443010256
9	Mr. Mahboob Ali Khan	Consultant & Service , P/O Mr. Faizal Ahamaed Khan-II nd year CSE	Parent Member	
10	Mr. T. Vinayagan	P/O Mr. Vanchinathan – Ist year CSE	Parent Member	
11	Alumni	-	Alumni & Member	


Principal

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Ref.No: MSAJCE/AR-21 / 2020-2021

Date: 16.12.2020

Circular

As per the instruction given by the principal, the following members are nominated as squad members of Anti-ragging committee for the academic year 2020-2021. The squad members are advised to monitor students in canteen, parking places, academic blocks and play grounds etc. and ensure that students do not indulge in ragging or indisciplinary activities.

Any ragging activity observed on/off campus, shall be immediately be reported to the principal.

S. No	Name	Designation	Category	Contact Details
1	Dr. I. Manju	Head of Technology Centre and Industry Relation,MSAJCE	Member	9940055026
2	Mrs.Premalatha	Head – IQAC, MSAJCE	Member	9952042616
3	Mr.Ramesh.G	Asst.Prof/MECH, MSAJCE	Member	9443010256
4	Mrs. Sai Priya	Asst. Prof/Eng, MSAJCE	Member	9790852066
5	Mrs. Suganthi	Asst.Prof/ ECE,MSAJCE	Member	7299772958
6	Mrs. Jeyanthi	Asst.Prof/ECE,MSAJCE	Member	9884155152
7	Mrs. Saranya	Asst.Prof/CSE, MSAJCE	Member	9629019412
8	Mr. Prasath	Asst.Prof/MECH	Member	8248083360
9	Mr. Kamaraj	Asst.Prof/ECE,MSAJCE	Member	9790971664


Principal/16/12/20

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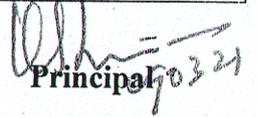
Ref.No: MSAJCE/GR-17 / 2020-2021

Date: 09.03.2021

Circular

A Grievances Redressal Committee has been constituted with the following staff as committee members for the Academic year (2020-2021).

S. No	Name	Designation	Category	Contact Details
1	Dr. E. Dhiravidachelvi.	Head – Academics , MSAJCE,	Convener	9442046457
2	Dr. K.S. Srinivasan	Principal, MSAJCE, Chennai	Co – Convener	9444300499
3	Mrs. Adhilakshmi Logamurthy	Advocate & Legal Consultant	Member	9841014926
4	Dr. R. Senthil Kumar	Head-Student Affairs, MSAJCE, Chennai	Member	8610337011
5	Mrs. Premalatha	Head – IQAC, MSAJCE, Chennai.	Member	9952042616
6	Ms. S. Sudha,	Asst.Prof/Maths, MSAJCE, Chennai.	Member	9585855656
7	Mr. HussainBasha -NGO-1	Master Mind Consultant, Chennai.	Member	7397733573
8	Dr. Ushaa Eswaran - NGO-2	Counselor & Consultant	Member	-
9	Ms. S. Usha,	AP/English, MSAJCE, Chennai.	Member	9789275232
10	Mr. Ramesh .G	Asst.Prof/MECH, MSAJCE, Chennai	Member	9443010256
11	Parent Representative		Member	
12	Abinaya K/ Ashwini. A	BE.ECE I/II	Student	MSAJCE
13	Divya Sri S	BE.EEE I/	Student	MSAJCE
14	Aishwarya R Jothika	BE.IT I/IV	Student	MSAJCE
15	Sajitha N Sandhiyaroselin Mary N.V	BE.CSE II/IV	Student	MSAJCE
16	Shahila P	BE.MECH III	Student	MSAJCE


Principal 03/21

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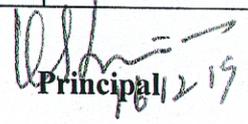
Ref.No: MSAJCE/GR-16 / 2019-2020

Date: 16.12.2019

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1	Dr. E. Dhiravidachelvi.	Head – Academics , MSAJCE,	Convener	9442046457
2	Dr. K.S. Srinivasan	Principal, MSAJCE, Chennai	Co – Convener	9444300499
3	Mrs. Adhilakshmi Logamurthy	Advocate & Legal Consultant	Member	9841014926
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5	Mrs. Premalatha	Head – IQAC, MSAJCE, Chennai.	Member	9952042616
6	Ms. S. Sudha,	Asst.Prof/Maths, MSAJCE,	Member	9585855656
7	Mr. HussainBasha -NGO-1	Master Mind Consultant, Chennai.	Member	7397733573
8	Dr. Ushaa Eswaran - NGO-2	Counselor & Consultant	Member	-
9	Ms. S. Usha,	AP/English, MSAJCE, Chennai.	Member	9789275232
10	Mr. Ramesh. G	Asst.Prof/MECH, MSAJCE,	Member	9443010256
	Parent Representative		Member	
11	Abinaya K/ Ashwini. A	BE.ECE I/II	Student	MSAJCE
12	Divya Sri S	BE.EEE I/	Student	MSAJCE
13	Aishwarya R & Jothika	BE.IT I/IV	Student	MSAJCE
14	Sajitha N Sandhiyaroselin Mary N.V	BE.CSE II/IV	Student	MSAJCE
15	Shahila P	BE.MECH III	Student	MSAJCE


Principal 16/12/19

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MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
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MOHAMED SATHAK A J COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and affiliated to Anna University, Chennai)

Siruseri IT Park, Egattur, Chennai - 603 103

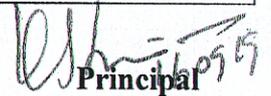
Ref.No: MSAJCE/ICC-16 / 2019-2020

Date: 16.09.2019

Circular

As per the provision of "Sexual Harassment of Women at Workplace" (Prevention, Prohibition and Redressal) Act 2013, an Internal Complaints Committee consisting of the following members is hereby constituted to deal with the complaints of the Academic Year 2020-2021.

S. No	Name	Designation	Category	Contact Details
1	Dr.E.Dhiravidachelvi.	Head – Academics , MSAJCE,	Convener	- 9442046457
2	Mrs.Adhilakshmi Logamurthy	Advocate & Legal Consultant	Member	9841014926
3	Dr. I. Manju	Head of Technology Centre and Industry Relation,MSAJCE	Member	9940055026
4	Ms.S.Sudha,	Asst.Prof/Maths, MSAJCE	Member	9585855656
5	Mr.HussainBasha - NGO-1	Master Mind Consultant, Chennai.	Member	7397733573
6	Dr.Ushaa Eswaran - NGO-2	Counselor & Consultant	Member	-
7	Ms.S.Usha,	AP/English, MSAJCE,	Member	9789275232
8	Dr.Ramesh.G	Asst.Prof/MECH, MSAJCE,	Member	9443010256
9	Mr. Mahboob Ali Khan	Consultant & Service , P/O Mr. Faizal Ahamaed Khan-II nd year CSE	Parent Member	
10	Mr. T. Vinayagan	P/O Mr. Vanchinathan – Ist year CSE	Parent Member	
11	Alumni	-	Alumni & Member	


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