



Criterion VII – Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

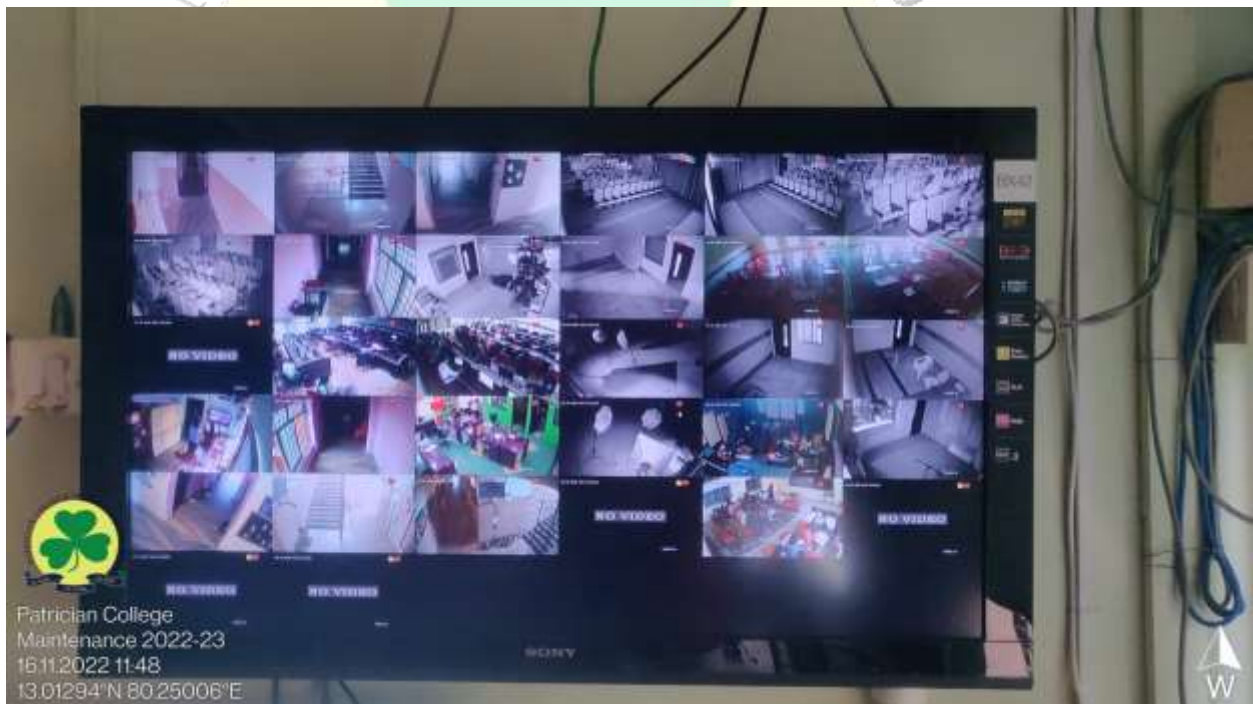
Gender Equity

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Specific facilities provided for women in terms of:

- a) Safety and security
- b) Common Room
- c) Counseling

Safety and Security. CCTV Cameras





Courtesy: CCTV Cameras and monitoring system installed in the college campus



Courtesy: Common Room for students





Courtesy: Open-Air Theatre for students

Security Service





Security guard at the college gate



Drop boxes for registering grievances



Staff Common Room/Cafeteria



Common Area with LCD TV



Sanitary Vending Machine



PATRICIAN MENTORSHIP & COUNSELING CELL 2022-23

OBJECTIVES OF PMP

- To facilitate students learn the way of learning that leads to competence, clarity and confidence in their pursuits.
- To provide a support system for students' academic well-being in Patrician College
- To guide students to have an effective transition phase from academics to occupation.

STANDARD OPERATING PROCEDURE OF PMP

- Orienting the faculty members about academic mentoring.
 - a. Call for volunteers among faculty members for personal mentoring.
 - b. Class teachers to stay as academic mentors with minimum 2 compulsory sessions per semester.
- Training program to be conducted for personal mentors.
- Registration of personal mentorship process and extreme cases to be referred to students' counselor.
- Successful completion of the above mentioned process is believed to lead to good Alumni connect.
- Documentation and Records will be collected by the committee members assigned to respective departments.

MENTOR – MENTEE RELATIONSHIP

- Class Teachers shall act as Academic Mentors and respective students as Mentees
- Mentor – Mentee Relationship gets terminated at the end of each academic year
- Mentor-Mentee meetings shall take place twice in a semester as per academic calendar.
- The details of each meeting per mentee will be recorded
- Mentors shall be primarily consulted for disciplinary action, if the mentee(s) violate code of conduct.

ROLE OF MENTORS

- Orient mentees about the mentorship system
- Call a meeting with mentees for specific requirements
- Follow the Key Focus Areas (KFAs) per mentee
- Support mentees at academic, personal and emotional level in a professional way
- Good rapport with parents of mentees
- Suggest remedial teaching if needed
- Keep the records updated



ROLE OF MENTEES

- Active participation at mentorship sessions
- Update necessary information with mentors
- Disclose difficulties in academic and individual activities
- Build confidence with mentors

WITHIN, ALONG AND BEYOND CURRICULUM

Key Focus Areas (KFAs)

- Attendance
- Academic performance
- Discipline
- Health, family and peer-adjustment status
- Talents, achievements and extra-curricular

MENTORSHIP RECORDS

- Mentorship Register
 - List of mentees assigned to a mentor
 - Date of Meeting / Attendance
 - Remarks by the mentor
 - Referral to concerned
 - Follow up.

WHEN TO APPROACH PERSONAL MENTOR

- Personal mentors will be staff who volunteer
- Refer the students to Personal mentor only when
 - Concern in two or more KFAs
 - Irregular / Late to classes
 - Poor academic performances
 - Discipline problem
 - Family problem
 - Other issues

WHEN TO APPROACH STUDENTS COUNSELLOR

- Counsellor will be from Department of Psychology/ Visiting Counsellor – Available for 2 days in a week (Tuesday / Friday) between 1.30 – 3.30 PM
- Refer the students to counsellor only when
 - Concern in three or more KFAs
 - Victimization
 - Inappropriate, unproductive and harmful behaviour



Counseling Room





INTERNAL COMPLAINTS COMMITTEE

According to Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, against sexual harassment, the University Grants Commission (UGC) has issued circulars since 1998, insisting the enactment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act -Sexual Harassment Act in April 2013) to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to Prevent sexual harassment, violence against women and ragging at the universities and colleges. As per the above guidelines of UGC, NAAC and the Supreme Court, Patrician college of arts and science has established an Internal Complaints Committee.

The Vision:

To provide congenial and conducive atmosphere free of sexual intimidation and gender violence, each Patrician will work together towards an environment free from violence, harassment and exploitation.

The Mission:

To extend competent, consistent and comprehensive response to heal the victims of aggrievement and extend support to them.

The Objectives:

- ❖ To develop healthy and safe atmosphere to the faculty and students of the College and prevent sexual harassment.
- ❖ To develop policy and procedures together with anti-harassment training for combating sexual harassment.
- ❖ To ensure that all understand the policy and procedures for dealing with harassment – through seminars and outreach programs.
- ❖ To facilitate a safe environment, protection and support for the students and staff members of the college.
- ❖ To provide a mechanism for addressing sexual harassment in a confidential and sensitive manner if a grievance has been filed.
- ❖ To take a proactive measure so that college will be an excellent and safe place for all.



POLICY

As per the guidelines of UGC, NAAC and the Supreme Court, the college has established the Internal Complaints Committee for effective enforcement of basic human rights of gender equality and assurance of an environment free of sexual harassment and abuse.

The Objective of the ICC is to develop healthy and safe atmosphere for the faculty and students of the College and to prevent sexual harassment or exploitation of any kind. Policy measures and procedures are laid down to combat sexual harassment, if any arises, and the students are made aware of these proactive measures through seminars and outreach programmes. The college's Internal Complaints Committee addresses the grievances filed in a confidential and sensitive manner.

Members of the Internal Complaints Committee are as follows:

1. Principal
2. Vice Principal
3. ICC Coordinator
4. 3 Senior Faculty
5. Student Chairperson
6. Student Vice Chairperson
7. Student Coordinator
8. NGO Representative

Roles and Responsibilities

If any student approaches a committee member either through the complaint box placed in front of the college office or by telephone, necessary action is taken through counseling and conciliatory methods. If it requires an inquiry, it will be conducted, and the matter will be sorted within one week from the date of complaint. The Committee will take the responsibility to ensure that no such incident happens in the campus.



Procedure upon filing of complaint:

1. Meeting will be held if a complaint is received by any member.
2. The written complaint is taken and the committee prepares and submits the detailed statement of the incidents within two days.
3. An enquiry will be held with the members of Internal complaints Committee
4. The issue will be discussed and finalized within seven days
5. File the minutes of the inquiry.

Action Plan:

- ❖ Counsel the affected students to overcome the trauma
- ❖ Display current laws and affairs about sexual harassment and gender discrimination in key places in the campus
- ❖ Conduct awareness programs and campaigns for the benefit of the students and staff community.

