



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)**

**MACFAST**<sup>TM</sup>

Igniting wisdom since 2001

---

**GRIEVANCE REDRESSAL, WOMEN CELL  
AND ANTI-RAGGING COMMITTEE  
ACTIVITIES**





**MACFAST**  
the trendsetter in education

**MAR ATHANASIOS COLLEGE FOR  
ADVANCED STUDIES TIRUVALLA**  
ACCREDITED BY NAAC WITH 'A' GRADE  
RECOGNIZED BY DSIR, GOVT. OF INDIA

**Proceedings of the Principal, Mar Athanasios College for Advanced Studies, Tiruvalla (MACFAST)**

**Fr. Dr. Cherian J. Kottayil, Principal**

Sub: Reconstitution of Grievance Redressal Committee- Orders Issued

Order No: 264/2020/M1

Dated: 28<sup>th</sup> July 2020

**Chairman:**

Rev. Dr. Fr. Cherian J Kottayil, Principal

0469-2730300,9605536290

**Vice Chairman:**

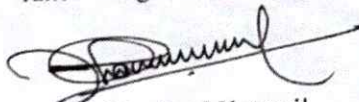
Prof.Varghese Abraham, Administrator

04692730307,9446069036

**Members:**

- |   |            |
|---|------------|
| 1. Mr.Tiji Thomas, Head , Department of Computer Applications         | 9447918374 |
| 2. Dr.Sudeep .B.Chandramana, Head, Department of Management Studies   | 9947736069 |
| 3. Mr.Biju Dharmapalan,Head, School of Biosciences                    | 9447121718 |
| 4. Ms. Beena Cherian, Dean,School of Bio Sciences                     | 9744107222 |
| 5. Dr.Nishad P.M, Department of Computer Applications                 | 949526283  |
| 6. Mrs.Phijo J Cherickal, Department of Computer Applications         | 9495216160 |
| 7. Mrs.Preetha G Paniker, Department of Management Studies            | 8129237789 |
| 8. Mr. Radhakrishnan Kuttoor, Station Director, Radio MACFAST 90.4 F, | 9447115580 |
| 9. Rev. Fr. Chacko Meledath, Warden, St. Thomas Men's Hostel, MACFAST | 9497334206 |
| 10. Rev. Sr. Jaya S.I.C, Warden, Women's Hostel, MACFAST              | 8281341282 |

The membership of the members will be for a period of two years. The reconstituted committee will start functioning with immediate effect

  
Fr. Dr. Cherian J Kottayil  
Principal, MACFAST



A Minority Institution of the  
Corporate Educational Agency of the  
Catholic Archdiocese of Tiruvalla

Courses @  
Main Campus  
MBA & MCA

**Courses @ Bio campus**

M.Sc Biochemistry, M.Sc Biotechnology  
M.Sc Bioinformatics, M.Sc Plant Biotechnology  
M.Sc Food Technology & Quality Assurance  
M.Sc Phytomedical Science & Technology

E-mail  
principal@macfast.org  
macfast@macfast.org

Website  
www.macfast.org  
www.macfast.in

## **Student Grievance Redressal cell**

The Student's Grievance Cell desires to promote and maintain a conducive and unprejudiced educational environment. The objectives of Students Grievance Cell include the following:

- i. To support, those students who have been deprived of the services offered by the College, for which he/she is entitled.
- ii. To make officials of the College responsive, accountable and courteous in dealing with the students.
- iii. To ensure effective solution to the student's grievances with an impartial and fair approach.

The Cell enables a student to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the College. 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".

During the year no such major grievances were received. Grievances otherwise received were forwarded to the Convenor for immediate redressal. In all such cases prompt action were taken and the matter sorted out. In all cases the aggrieved student was informed of the measures taken and checks in the system were introduced to ensure there was no repetition of the same.

## **Objectives of Students' Grievance Cell**

1. To support, those students who have been deprived of the services offered by the college, for which he / she is entitled.
2. To make officials of the college responsive, accountable and courteous in dealing with the students.
3. To ensure effective solution to the students' grievances with an impartial and fair approach.

## **Functions**

1. Redressal of Students' Grievances to solve their academic and administrative problems.
2. To co-ordinate between students and Departments / Sections to redress the grievances.
3. To guide ways and means to the students to redress their problems.



## **Students' Grievance Procedure**

The grievance procedure is a machinery to sort out the issues between student and college. It is a means by which a student who believe that, he / she has been treated unfairly with respect to his / her academic / administrative affairs or is convinced to be discriminated is redressed. It is a device to settle a problem. It enables to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the college. It involves a process of investigation in which 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Matters are disclosed to only those, who have a legitimate role in resolving the matter. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".

The students are ought to lodge their grievances in the prescribed form available with their Vice-Principal (s) / Dean (s) of the respective department. The form, duly filled, is required to be submitted in the drop box placed outside the Principal's office. The secretary in turn intimates the matter to the committee for necessary action. Final report based on grievance received and resolved will be submitted to the Principal and further course of action will be decided and the same shall be intimated to the students.

## **Exclusions**

SGC shall not entertain following issues.

1. Decisions of the Academic Council / Board of studies and other academic / administrative committees constituted by the college.
2. Decisions with regard to award of scholarships / fee concessions / awards / medals.
3. Decisions made by college under the Discipline Rules and Misconduct.
4. Decisions of the college in admissions of my courses.
5. Decisions of the competent authority on assessment and examination result.



**MINUTES OF THE STUDENT GRIEVANCE REDRESSAL COMMITTEE MEETING ON 23<sup>rd</sup> March 2021**

The meeting of the student grievance committee is held on 23<sup>rd</sup> March 2021 at Principal Office.

The meeting was started at 11am under the chairmanship of Fr. Dr. Cherian J Kottayil.

Following were Present:

- |                               |                        |
|-------------------------------|------------------------|
| 1. Fr. Dr. Cherian J Kottayil | Chairman               |
| 2. Prof. Varghese Abraham     | Vice –chairman         |
| 3. Mr. Tiji Thomas            | Member                 |
| 4. Dr.Sudeep B Chandramana    | Member                 |
| 5. Ms. Beena Cherian          | Member                 |
| 6. Ms. Preetha G Panicker     | Member                 |
| 7. Achamma N Thangalathil     | Student Representative |

The meeting was held up to take up the following student grievances.

1. Students put forward a concern about the water purifier near to Examination hall. Since the purifier near to the exam hall is not using regularly the water may not be good for drinking.
2. Some fans in the MBA classroom is not working properly.
3. Since the students are attending the class through both online and offline. Online students cannot hear the class properly when the teacher is far away from the smart board.

Decision taken:

1. The committee takes a decision regarding this problem and decided to inform cleaning staff to make sure that the purifier is cleaned before all the examination.
2. It was decided to contact electrician for repairs immediately
3. It was decided to purchase required number of Bluetooth head set .

As there was no other matter, the meeting came to an end by 12pm with a vote of thanks to the Chair.



  
**Fr. Dr. CHERIAN J KOTTAYIL**  
PRINCIPAL  
Athanasios College for Advanced Studies  
Tiruvalla - 689101, Kerala

**MINUTES OF THE STUDENT GRIEVANCE REDRESSAL COMMITTEE MEETING ON 11<sup>th</sup> September 2019**

The meeting of the student grievance committee is held on 11<sup>th</sup> September 2019 at Board Room

The meeting was started at 2pm under the chairmanship of Fr. Dr. Cherian J Kottayil.

Following were Present:

- |                               |                        |
|-------------------------------|------------------------|
| 1. Fr. Dr. Cherian J Kottayil | Chairman               |
| 2. Prof. Varghese Abraham     | Vice –chairman         |
| 3. Mr. Tiji Thomas            | Member                 |
| 4. Dr.Sudeep B Chandramana    | Member                 |
| 5. Ms. BeenaCherian           | Member                 |
| 6. Dr.Nishad PM               | Member                 |
| 7. Jikson Thomas              | Student Representative |

The meeting was held up to take up the following student grievances.

1. Women's Hostel students requested to place a purifier (both hot water and cool water) outside the hostel.
2. Also requested to replace the cooler in front of the Principal to the place in front of ladies mess hall.

Decision taken:

1. Committee decided to place a purifier in front of the St.Alphonsa Girls Hostel and informed to Hostel warden
2. Committee decided to replace the position of the cooler.

As there was no other matter, the meeting came to an end by 3pm with a vote of thanks to the Chair.



  
**Fr. Dr. CHERIAN J KOTTAYIL**  
PRINCIPAL  
Mar Athanasios College for Advanced Studies  
Tiruvalla - 689101, Kerala



**MINUTES OF THE STUDENT GRIEVANCE REDRESSAL COMMITTEE MEETING ON 3<sup>rd</sup> July 2019**

The meeting of the student grievance committee is held on 3<sup>rd</sup> July 2019 at Board Room

The meeting was started at 2pm under the chairmanship of Fr. Dr. Cherian J Kottayil.

Following were Present:

- |                               |                        |
|-------------------------------|------------------------|
| 1. Fr. Dr. Cherian J Kottayil | Chairman               |
| 2. Prof. Varghese Abraham     | Vice –chairman         |
| 3. Mr. Tiji Thomas            | Member                 |
| 4. Dr.Sudeep B Chandramana    | Member                 |
| 5. Ms. Beena Cherian          | Member                 |
| 6. Dr.Nishad PM               | Member                 |
| 7. Mrs. Preetha G Panicker    | Member                 |
| 8. Phijo J Cherickal          | Member                 |
| 9. Soumya Thomas              | Student Representative |
| 10. Jikson Thomas             | Student Representative |

The meeting was held up to take up the following student grievances.

1. Students put forward a suggestion regarding canteen renovation. They requested to change the canteen food menu and also requested for an attached wash room.

**Decision taken:**

1. Committee decided for the renovation of the canteen and also decided to build a wash room attached to the canteen.

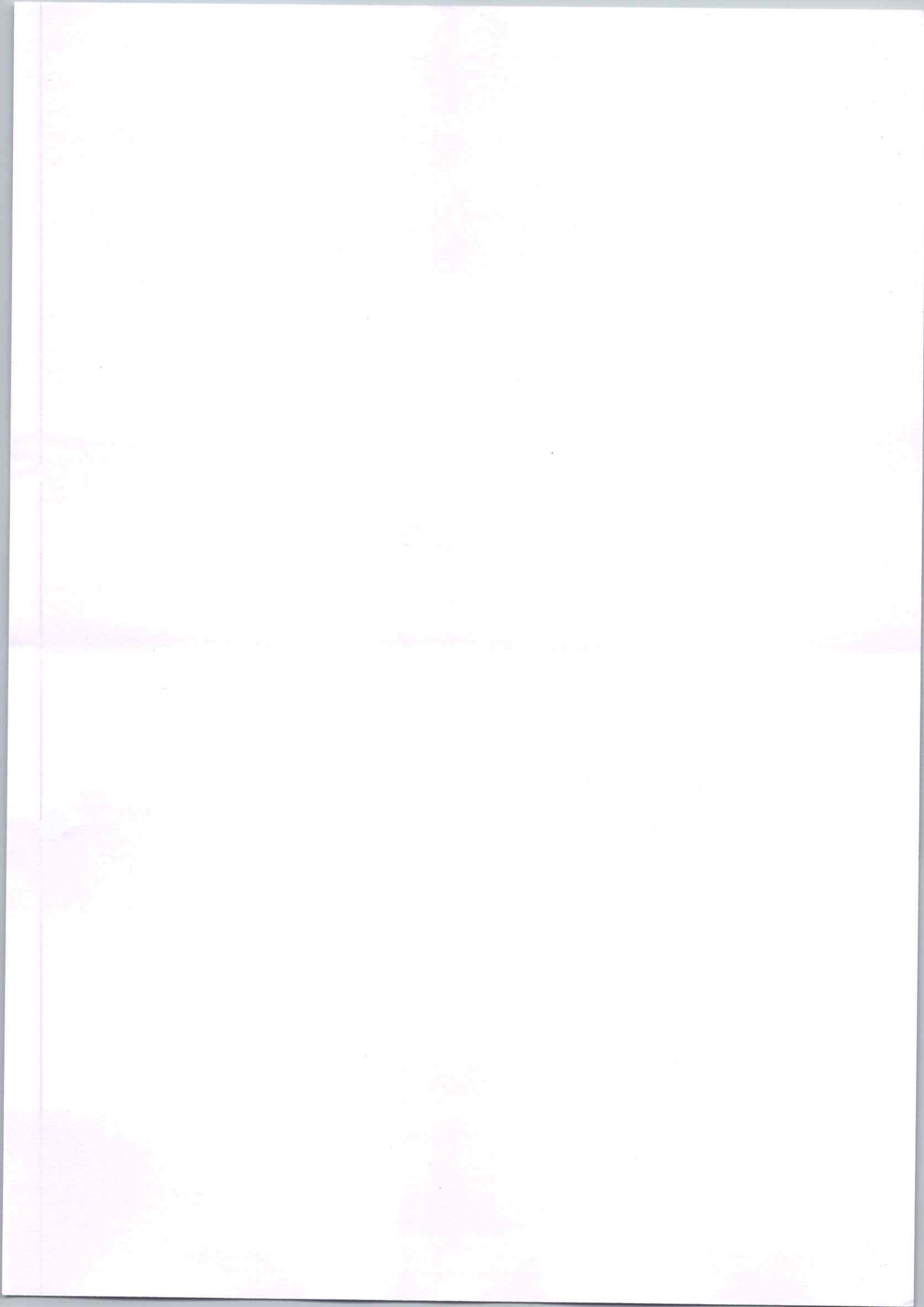
As there was no other matter, the meeting came to an end by 3pm with a vote of thanks to the Chair.



A handwritten signature in black ink, appearing to read "Fr. Dr. Cherian J Kottayil".

**Fr. Dr. CHERIAN J KOTTAYIL**  
PRINCIPAL  
Mar Athanasios College for Advanced Studies  
Tiruvalla - 689101, Kerala





**MINUTES OF THE STUDENT GRIEVANCE REDRESSAL COMMITTEE MEETING 20<sup>th</sup> April 2018**

The meeting of the student grievance committee is held on 20<sup>th</sup> April 2018 at Principal Office.

The meeting was started at 2pm under the chairmanship of Fr. Dr. Cherian J Kottayil.

Following were Present:

1. Fr. Dr. Cherian J Kottayil	Chairman
2. Prof. Varghese Abraham	Vice –chairman
3. Mr. Tiji Thomas	Member
4. Ligo Koshy	Member
5. Ms. Beena Cherian	Member
6. Dr.Nishad PM	Member
7. Mrs. Preetha G Panicker	Member
8. Phijo J Cherickal	Member
9. Jayashree J	Student Representative
10. Jaison James	Student Representative

The meeting was held up to take up the following student grievances.

1. Student requested for College bus service towards Chenagannur, Kozhencherry, Mavelikkara etc.
2. Students raised the concern of cleaning the basketball ground.
3. Students requested to provide parking facility for their vehicle somewhere near college campus

**Decision taken:**

1. Committee decided that depending upon the number of students the bus service can provide.
2. Decision taken to clean ground by removing debris
3. Decision taken to provide parking facility of students vehicle in the adjacent property possessed by the college

As there was no other matter, the meeting came to an end by 3pm with a vote of thanks to the Chair.

**MINUTES OF THE STUDENT GRIEVANCE REDRESSAL COMMITTEE MEETING ON 9<sup>th</sup> February 2017**

The meeting of the student grievance committee is held on 9<sup>th</sup> February 2017 at Board Room

The meeting was started at 11:30 under the chairmanship of Fr. Pradeep Vazhatharamalayil

Following were Present:

- |                                 |                        |
|---------------------------------|------------------------|
| 1. Fr. Pradeep Vazhathramalayil | Chairman               |
| 2. Mr. Tiji Thomas              | Member                 |
| 3. Ligo Koshy                   | Member                 |
| 4. Dr.Nishad PM                 | Member                 |
| 5. Mrs. Preetha G Panicker      | Member                 |
| 6. Linto Thomas                 | Student Representative |
| 7. Manisha Mathew               | Student Representative |

The meeting was held up to take up the following student grievances.

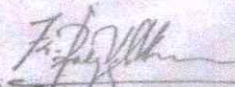
1. Some classrooms do not have waste bin and also some speaker phone in the class rooms are not working properly
2. White board in Lecture hall 302 is not clear
3. Students requested for a common mechanism for addressing their suggestions or feedback other than academics.

**Decision taken:**

1. Informed to the concerned authority to place waste bin in the class rooms
2. Decided to replace the white board
3. It is decided to place a suggestion box in front of the Principal Office

As there was no other matter, the meeting came to an end by 12:30pm with a vote of thanks to the Chair.



  
**Rev. Fr. Pradeep Vazhatharamalayil**  
Principal, MACFAST  
Tiruvalla-689101



**MINUTES OF THE STUDENT GRIEVANCE REDRESSAL COMMITTEE MEETING ON 25<sup>th</sup> October 2016**

The meeting of the student grievance committee is held on 25<sup>th</sup> October 2016 at Board Room

The meeting was started at 3pm under the chairmanship of Fr. Pradeep Vazhatharamalayil

Following were Present:

- |                                 |          |
|---------------------------------|----------|
| 1. Fr. Pradeep Vazhathramalayil | Chairman |
| 2. Mr. Tiji Thomas              | Member   |
| 3. Ligo Koshy                   | Member   |
| 4. Dr.Nishad PM                 | Member   |
| 5. Mrs. Preetha G Panicker      | Member   |

Committee discussed about the following matters:

The meeting was held up to take up the following grievances:

1. Internet connectivity are showing poor signal strength in MBA Classroom
2. Need of drinking water facility outside exam hall
3. Need of a stationery store inside college campus

Decision taken:

1. It is decided to install router near the MBA class room for better accessibility
2. Decided to provide water purifier near by the exam hall
3. Decided to utilize the vacant room nearby college office to provide store facility.

As there was no other matter, the meeting came to an end by 3:30pm with a vote of thanks to the Chair.



  
Rev. Fr. Pradeep Vazhatharamalayil  
Principal, MACFAST  
Tiruvalla-689101

**DETAILS OF STUDENT GRIEVANCES AND ACTION TAKEN  
REPORT**





**MACFAST**  
the trendsetter in education

**MAR ATHANASIOS COLLEGE FOR  
ADVANCED STUDIES TIRUVALLA**  
ACCREDITED BY NAAC WITH 'A' GRADE  
RECOGNIZED BY DSIR, GOVT. OF INDIA

Proceedings of the Principal, Mar Athanasios College for Advanced studies,  
Tiruvalla(MACFAST)

Ref no: 160/2020/M1

18/3/2020

Various complaints from S4 Bioscience students regarding negligence of duty, rude behavior, unwillingness to accept mistakes, blaming the students etc, against senior office clerk Sri. Saji John - Memo of charges issued

Dear Sri.Saji John,

Sub: Fact finding enquiry into the complaints of S4 Bioscience Students -reg.  
Ref - Six E-mail communication to the undersigned from S4 Bioscience students.

On going through the complaints referred above regarding negligence of duty, rude behavior, casual attitude about serious matters like timely remittance of university fees of students etc. Sri.Saji John senior clerk, I have personally ascertained the fact of these incidents and find that there is valid basis for their complaints.

Under these circumstances, you are instructed to submit a written explanation, if any on or before 23-03-2020,5pm failing which it may be assumed that you have no explanation to offer in this regard and further actions may be taken.



*[Signature]*  
Fr:Dr.Cherian J. Kottayil,  
Principal cum Director

*Received copy  
Saji John*

A Minority Institution of the  
Corporate Educational Agency of the  
Catholic Archdiocese of Tiruvalla

Courses @  
Main Campus  
MBA & MCA

Courses @ Bio campus  
M.Sc Biochemistry, M.Sc Biotechnology  
M.Sc Bioinformatics, M.Sc Plant Biotechnology  
M.Sc Food Technology & Quality Assurance  
M.Sc Phytochemical Science & Technology

E-mail  
principal@macfast.org  
macfast@macfast.org

Website  
www.macfast.org  
www.macfast.in

KERALA, PIN-689101, INDIA TEL : 0469 2730300, 2730301, 2730303, FAX : 0469 2730317



3/18/2020

MACFAST Mail - (no subject)



Fr. Dr. Cherian J Kottayil <principal@macfast.org>

(no subject)

1 message

Meera Surendran <meerats567@gmail.com>  
To: "principal@macfast.org" <principal@macfast.org>

Wed, Mar 4, 2020 at 2:36 PM

Respected sir,

I'm Meera T S from S4FST (2018-2020) of Bio Science Department writing to report the irresponsible and rude behavior of the office staff Mr. Saji. On 28th February, the university had published a notification regarding the payment of the supplementary fees and 3rd March was the last date of paying the fee without fine. Since the bioscience students are in their project work we gave the fee amount on 2nd March to our friends who were doing project in our college. They gave the money to Mr. Saji for paying the fees to the university.

Usually the payment is done through the principal portal of the university website, but due to some technical issues the payment through that portal was not possible. So he insisted our friends to pay in some other portal and gave a chellan of the amount of payment and told them to go to the university and do the rest of the formalities. By hearing his words they went to the university with the chellan and then the people who were working on the university account section told them that there is no any other option for the payment process of supplementary exam except the principal portal and there they won't accept any kind of chellan related to the payment of this exam.

The people from the University also told them that there are individual people who works as staffs in colleges to do all these works so the students don't have to come to the university for this kind of payments and all. They also told us that the payment for this exam can be done from the college itself. By hearing this our friends called him and asked about this but he don't want to take the responsibility about this issue and told us to pay the amount once again. They told that it would be difficult for them to pay the amount because most of them are on their project works and are having expenses at this time. On hearing this he told them "Do one thing not to register the exam...!". It's not fair sir, it's not at all fair to do this kind of behavior. We also deserve respect from others. He don't have any right to tell like that.

We already gave him the fee amount on March 2nd itself. Sir, it's not the first time that he is getting irresponsible in his work.

He told us about that the cash can be refunded to our account itself by filling some forms and all, some of our friends enquired about that and the people in the university are not even sure about the refundings. Some are saying it would take at least one month for the refundings process and also some told there are only a little chance of getting the refundings.

Sir please take necessary action against him and do the needful.

Your faithfully  
Meera T S

3/4/2020

MACFAST Mail - Regarding exam fees issue



Fr. Dr. Cherian J Kottayil <principal@macfast.org>

## Regarding exam fees issue

2 messages

Vivek V Nair <vivekv\_bi18-20@macfast.ac.in>  
To: principal@macfast.org

7025824954

Tue, Mar 3, 2020 at 7:10 PM

Respected sir,

I am Vivek doing my M.Sc in bioinformatics from Macfast. I am writing this mail to kindly draw your attention to a serious negligence faced by our batch from Mr Soji handling the university affairs.

Many of the students who were getting ready to write the supplementary examination are in serious jeopardy because of him. At first he said you can pay the exam fees only online and you have go to the university directly in order to apply for exams and based on that information we payed the fees online and our friends went to the university but from there we came to know that you can only apply through the college, which means we can only apply from the college. And when my friends enquired about this to Mr Soji he replied very arrogantly and even asked us that we can even chose to not write the exam.

Because of his dire negligence apart from the money our future is also in jeopardy. We are all doing our M.Sc dissertations in different parts of India and we can do nothing from here. I kindly request you sir to take necessary action against him as he is toying with our future.

Yours faithfully  
Vivek V Nair  
S4 Bioinformatics

Fr. Dr. Cherian J Kottayil <principal@macfast.org>  
To: Vivek V Nair <vivekv\_bi18-20@macfast.ac.in>

Tue, Mar 3, 2020 at 7:39 PM

Dear Vivek

I will look into it and get back to you.  
[Quoted text hidden]

3/4/2020

MACFAST Mail - Concern regarding exam



Fr. Dr. Cherian J Kottayil <principal@macfast.org>

## Concern regarding exam

2 messages

Vineeth K V <vineethk\_bt18-20@macfast.ac.in>  
To: "Fr. Dr. Cherian J Kottayil" <principal@macfast.org>

75169 085 89

Tue, Mar 3, 2020 at 8:46 PM

Respected father,

I am vineeth.k.v of Fourth semester, MSC Biotechnology MACFAST College. I am writing this mail to inform you that there had been a serious negligence from mr.saji of university affairs, MACFAST in completing the examination procedure for exam. Due to his incapability and lack of knowledge regarding the examination procedure he has now put us in a very difficult situation that we are not even able to complete the procedure even after we paid our examination fees. He is not even ready to accept his mistakes and he is even blaming us for his faults. So I humbly request you to take necessary action as soon as possible.

Yours faithfully

Vineeth.k.v

Fr. Dr. Cherian J Kottayil <principal@macfast.org>  
To: Vineeth K V <vineethk\_bt18-20@macfast.ac.in>

Tue, Mar 3, 2020 at 9:08 PM

Dear Vineeth

I will look in to this matter

[Quoted text hidden]



3/4/2020

MACFAST Mail - Complaint regarding the supplementary exam



Fr. Dr. Cherian J Kottayil <principal@macfast.org>

## Complaint regarding the supplementary exam

2 messages

Nibil Paul Varghese <nibilp\_bi18-20@macfast.ac.in> 8157993368  
To: principal@macfast.org

Tue, Mar 3, 2020 at 9:52 PM

Respected sir,

I am NIBIL PAUL VARGHESE currently pursuing M.sc.bioinformatics forth semester.I am writing this mail to complaint against Mr Saji whose in charge of the university affairs. I am doing projects outside kerala so I am writing this mail.

There are many students, including me who paid fees for the supplementary examination as per instructed by Saji sir. Later while talking to the officer in the university our friends came to know that the fees should be paid by the college itself and the fees paid by us have lost and have to file for a refund. And we have to pay again for the supplementary exam. This is the second time I am facing the issue from the Saji sir.Recently i have lost money on applying for the revaluation based on the information given by Mr.Saji. And it has not yet refunded by the university. I kindly request you to help us for the above.

Yours Faithfully,  
Nibil Paul Varghese

Fr. Dr. Cherian J Kottayil <principal@macfast.org>  
To: Nibil Paul Varghese <nibilp\_bi18-20@macfast.ac.in>

Wed, Mar 4, 2020 at 1:07 AM

Dear Nibil

I will look in to this matter  
[Quoted text hidden]

3/4/2020

MACFAST Mail - Complaint report for staff



Fr. Dr. Cherian J Kottayil <principal@macfast.org>

## Complaint report for staff

1 message

Anju mariam sebastian <anjum\_fst18-20@macfast.ac.in>  
To: principal@macfast.org

Wed, Mar 4, 2020 at 7:07 AM

80752 04100

Respected Sir,

Im Anju Mariam Sebastian S4 FST (2018-2020) of BIO Science Department writing to report the irresponsible and rude behavior of the office staff Mr.Saji. On 28th February, the university had published a notification regarding the payment of the supplementary fees and 3rd March was the last date of paying the fee without fine. Since the bioscience students are in their project work we gave the fee amount in our college. They gave the money to Mr. Saji for paying the fees to the university, but due to some technical issues the payment through that portal was not possible. So he told them to go to university and do the rest of the formalities.

The people from the university also told them that there are individual people who work as staff in colleges to do all these works so that students don't have to come to the university for this kind of payments and all. They also told us that the payment for this exam can be done from the college itself.

By hearing this our friends called and asked him, he doesn't want to take responsibility for this issue and told us to pay the amount once again. It is difficult to me because we are in project work and are having expenses at this time. On hearing this he told them " do one thing not to register for the exam.." It's not fair sir, He don't have any right to tell like that.

Sir please take necessary action against him and do the needful.

Yours faithfully  
ANJU MARIAM SEBASTIAN



Sender notified by  
Mailtrack



Fr. Dr. Cherian J Kottayil &lt;principal@macfast.org&gt;

## Complaint about the irresponsibility and the arrogant behavior of the staff.

2 messages

Harikrishn a <harikrishna\_fst18-20@macfast.ac.in>  
 To: "Fr. Dr. Cherian J Kottayil" <principal@macfast.org>

860 6567421

Wed, Mar 4, 2020 at 1:02 AM

Respected sir,

I'm Harikrishna from S4FST (2018-2020) of Bio Science Department writing to report the irresponsible and rude behavior of the office staff Mr. Saji. On 28th February, the university had published a notification regarding the payment of the supplementary fees and 3rd March was the last date of paying the fee without fine. Since the bioscience students are in their project work we gave the fee amount on 2nd March to our friends who were doing project in our college. They gave the money to Mr. Saji for paying the fees to the university.

Usually the payment is done through the principal portal of the university website, but due to some technical issues the payment through that portal was not possible. So he insisted our friends to pay in some other portal and gave a chellan of the amount of payment and told them to go to the university and do the rest of the formalities. By hearing his words they went to the university with the chellan and then the people who were working on the university account section told them that there is no any other option for the payment process of supplementary exam except the principal portal and there they won't accept any kind of chellan related to the payment of this exam.

The people from the University also told them that there are individual people who works as staffs in colleges to do all these works so the students don't have to come to the university for this kind of payments and all. They also told us that the payment for this exam can be done from the college itself. By hearing this our friends called him and asked about this but he don't want to take the responsibility about this issue and told us to pay the amount once again. They told that it would be difficult for them to pay the amount because most of them are on their project works and are having expenses at this time. On hearing this he told them "Do one thing not to register the exam...!". It's not fair sir, it's not at all fair to do this kind of behavior. We also deserve respect from others. He don't have any right to tell like that.

We already gave him the fee amount on March 2nd itself. Sir, it's not the first time that he is getting irresponsible in his work.

He told us about that the cash can be refunded to our account itself by filling some forms and all, some of our friends enquired about that and the people in the university are not even sure about the refundings. Some are saying it would take at least one month for the refundings process and also some told there are only a little chance of getting the refundings.

Sir please take necessary action against him and do the needful.

Your faithfully  
 HARIKRISHNA

Fr. Dr. Cherian J Kottayil <principal@macfast.org>  
 To: Harikrishn a <harikrishna\_fst18-20@macfast.ac.in>

Wed, Mar 4, 2020 at 1:05 AM

Dear Harikrishn

I will check on it.  
 [Quoted text hidden]



Proceedings of the Principal, Macfast Timuvalla

Date: 18.03.2020

Ref. No.:

Various Complaints from 54 bio science students regarding negligence of duty, rude behaviour, unwillingness to accept mistakes, blaming the students etc. against senior office clerk Sri. Saji John - Memo of charges issued

Dear Sri Saji John,

Sub-Fact finding Enquiry into the complaints of 54 bio science students - reg.

Ref - Five E-mail communication to the undersigned from 54 bio science students.

On going through the complaints referred above regarding negligence of duty, rude behaviour, casual attitude about serious matters like ~~time~~ timely remission of university fees of students, <sup>etc.</sup> of Sri. Saji John senior clerk, I have personally ascertained the facts of these incidents and found that there is valid basis for their complaints.

Under these circumstances, you are instructed to submit a written explanation, if any, ~~you~~ ~~before~~ on or before 23-03-2020, 5 P.M. failing which it may be assumed that you have no explanation to offer in this regard and further action may be taken.

Fr. Do. Cherian Kottayil,  
Principal cum director,  
Macfast, Timuvalla.



**MACFAST**  
the trendsetter in education

**MAR ATHANASIOS COLLEGE FOR  
ADVANCED STUDIES TIRUVALLA**  
ACCREDITED BY NAAE WITH 'A' GRADE  
RECOGNIZED BY DSIR, GOVT OF INDIA

Ref no: 162/2019/MI

20/3/2019

Proceedings of the Principal, MACFAST, Tiruvalla constitution of enquiry committee to report regarding the complaint received from the inmates of St. Alphonsa women's Hostel, MACFAST,

Order issued

Sub: A detailed enquiry about the facts and circumstances of the complaint- Reg.

Ref: Written complaint of the inmates (21 members) undated received

This undersigned and core committee of the college discussed the grievances raised in the complaint and try to establish the facts and circumstances of incident. It is decided to constitute an enquiry committee as follows

1. Prof Varghese Abraham (Chairman)
2. Ms Samtha Sara Abraham (Member)
3. Ms Phijo J. Cherickal (Member)
4. Ms. Jinu Mary Varghese (Member)

The committee has to submit its report on or before 30<sup>th</sup> March 2019.

  
Fr. Dr. Cherian J. Kottayil  
PRINCIPAL

Copy to

1. Prof. Varghese Abraham, Academic Administrator
2. Ms. Sara Abraham, Assistant Professor Biosciences Department
3. Ms. Phijo J. Cherickal, Assistant Professor MCA Department
4. Ms. Jinu Mary Varghese, Assistant Professor MBA Department

Ay institution of the  
the Educational Agency of the  
Archdiocese of Tiruvalla

Approved by AICTE  
and Affiliated to  
M G University

Courses @  
Main Campus  
MBA & MCA

E mail  
principal@macfast.org  
macfast@macfast.org

Website  
www.macfast.org  
www.macfast.in

KERALA PIN 689101, INDIA TEL: 0469 2730300, 2730301, 2730303, FAX: 0469 2730317



20103/19 1241

From:

Alphonsa Hostellers  
Macfast, Thiruvalla.

To:

The Principal  
Macfast College, Thiruvalla.

Subject: Issues in Hostel.

ചെറുമാനപ്പെട്ട ചിൻമിഷൻ അറിയുന്നതിന്,

ഞങ്ങൾ അൽഫോൻസാ ഹോസ്റ്റലിൽ താമസിക്കുന്ന വിദ്യാർത്ഥിനികൾ ആണ്. ഞങ്ങൾ നേരിടുന്ന ചില പ്രശ്നങ്ങൾ ബോധിപ്പിക്കാനാണ് ഞങ്ങൾ ഈ അപേക്ഷ രചിച്ചിരിക്കുന്നത്. ഒന്നാമതായി ഞങ്ങൾ നേരിടുന്ന പ്രശ്നം ഭക്ഷണം ആണ്. ഞങ്ങൾ കഴിക്കുന്ന ഭക്ഷണത്തിൽ സിന്റ് ആണി വരെ കിട്ടുന്ന സാഹചര്യമുണ്ടായി. ഈ കഴിഞ്ഞ രാത്രിയിൽ കഴിച്ചു കരിയിൽ നിന്നുമാണ് ആണി കിട്ടിയത്. അതുപോലെ തന്നെ മീനും ഇറച്ചിയും മിശ്രിതമാക്കിയുള്ള കരിയാണ് വിളമ്പിയത്. ഈ പ്രശ്നങ്ങൾ ഞങ്ങൾ ബോധിപ്പിക്കുമ്പോൾ ഇതൊക്കെ സഹിക്കാൻ പറ്റുന്നവർ നിന്നാൽ മതി, അല്ലാത്തവർ ഹോസ്റ്റൽ മാറാനാണ് സിന്റ് പറയുന്നത്.

രണ്ടാമതായി ഞങ്ങൾ നേരിടുന്ന പ്രശ്നം, വിവിധ വേദവിഭാഗങ്ങളിൽപ്പെട്ട കുട്ടികളാണ് ഈ ഹോസ്റ്റലിൽ താമസിക്കുന്നത്. ഞങ്ങളുടെ ആചാരവിശ്വാസങ്ങൾക്ക് നശിതമായി പെട്ടുകളിലും അമ്പലങ്ങളിലും പോകാനുള്ള അവസരം ഞങ്ങൾക്ക് ലഭിക്കുന്നില്ല.

അതുപോലെ തന്നെ കഴിഞ്ഞ ഡിസംബർ മാസത്തിൽ പണ്ട് ദിവസത്തെ ത്രിസ്മുദൻ അവിശിഷ്ടം



ങ്ങളിൽ ലോസ്റ്റൽ ഡാർഡന്റെ അനുമതിയോടുകൂടി ഞങ്ങൾ വീടുകളിൽ പോയതായിരുന്നു. തിരിച്ചുവന്നപ്പോൾ ഞങ്ങളുടെ റെസ്റ്റർമിന് ഉറപ്പാക്കിയതായി ഭവനപ്പട്ടണുക്കൾക്കും ഫനാൽ തൊട്ടടുത്ത ബോയ്സ് ലോസ്റ്റലിൽ ഈ അവദി ദിവസങ്ങളിൽ അവരിൽ നിന്നും റെസ്റ്റർമി ഉറപ്പാക്കാതിരിക്കുകയും ചെയ്തിട്ടുണ്ട്. ഉത്തരത്തിലുള്ള ഒരു വിവേചനം അനുഭവിക്കാൻ ഞങ്ങൾക്കിടയാക്കിയിട്ടുണ്ട്. ഈ പ്രശ്നങ്ങൾക്കെല്ലാം ഒരു ശാശ്വത പരിഹാരം ഉണ്ടാക്കിത്തരവാൻ വിനീതമായി അപേക്ഷിക്കുന്നു.

വിശ്വനന്ദനലോകം  
Hostelers:

- |  |  |
|--|--|
| 1) Melbi Biju <del>Shilpa</del>              | 17) Shilpa P. <del>Shilpa</del> ✓      |
| 2) Anisha Varghese <del>A.V.</del> ✓         | 18) Sruuti Xavier <del>Sruuti</del> ✓  |
| 3) Anjitha P. Kuniakose <del>Anjitha</del> ✓ | 19) Binimol Sibi <del>Binimol</del> ✓  |
| 4) Riya Faliyas <del>Riya</del> ✓            | 20) Anyani P. Nair <del>Anyani</del> ✓ |
| 5) Anusena A <del>Anusena</del> ✓            | 21) Seethalakshmi <del>Seetha</del> ✓  |
| 6) Ancha M.S. <del>Ancha</del> ✓             |  |
| 7) Riya Mauryam <del>Riya</del> ✓            |  |
| 8) Sruuti S. Pullai <del>S.</del> ✓          |  |
| 9) Renjitha P. R. <del>Renjitha</del> ✓      |  |
| 10) Sini MATHEW <del>Sini</del> ✓            |  |
| 11) Jayishna K. <del>Jayishna</del> ✓        |  |
| 12) Sheelha Shaji <del>Sheelha</del> ✓       |  |
| 13) Lakshmi P. Raju <del>Lakshmi</del> ✓     |  |
| 14) Soorja Das K. S. <del>Soorja</del> ✓     |  |
| 15) Anyali Mary Philip <del>Anyali</del> ✓   |  |
| 16) Clentha R. <del>Clentha</del> ✓          |  |

## Record of student statements during the enquiry.

List of students (S3 MCA):

1. Melbi Biju
2. Anisha Varghese
3. Anjitha P Kuriakose
4. Riya Ealiyas
5. Anseena A
6. Archana M S
7. Riya Mariyam
8. Sruthi S Pillai
9. Renjitha P. R
10. Sini Mathew
11. Sajishna K
12. Sheethu Shaji
13. Lakshmi P Raju
14. Soorya Das K.S
15. Anjali Mary Philip
16. Chinthu R
17. Shilpa P
18. Sruthi Xavier
19. Binimol Sibi
20. Anjana P Nair
21. Seethalaksmi

# Action Committee Meeting - I 28 - March - 19

Committee Members

Time 3:00 pm

- 1) Prof. Varghese Abraham
- 2) Ms. Philjo
- 3) Ms. Samitha
- 4) Mrs. Jinu

## ① Riya Ealayas<sup>S3 MCA</sup> - statement

- \* Food Quality issue
- \* Need permission to go to Temple & Church  
Prof. Varghese responded that the students can go with the prior permission of parents & ~~the~~ timings should be followed.
- \* Screw was found in the plate of ~~Anisha~~ Riya.
- \* Regarding reduction in mess-fee due to 10. day Christmas vacation. The reduction was allowed for boys & but not for girls.

## ② Anisha Varghese MCA Anisha ← Signature

- \* Need permission to attend church & Temple.
- \* Food Quality [complaints regarding chapatis] the response to complain by <sup>sister</sup>
- \* A difference in treatment towards seniors & Juniors
- \* Mess fees issue (some as stated by Riya)
- \* Some times the treatment of sister towards the students is harsh.

Signature → Anisha



③ Anseena K & Anjitha K. Kuzhakkassery

- \* Food Quality was fine initially but is degrading lately.
  - ↳ Major issue with breakfast
  - ↳ Burnt Sambhar was served for breakfast & lunch once.
- \* Need permission to go to church & temple.
- \* Students expect a friendly response from Sr. Jaya.
- \* Facing difficulty with adjusting to the hostel.
- \* Hostility by Sister Jaya.
- \* Difficulty in adjusting to the food especially after the start of Lent.
- \* Regarding reduction in mess fees [as stated by Rida & Anisha]
- \*

Signature → Saba  
Anisha

⑤ Melbi Biju (S3 MCA)

- \* Quality of food
  - ↳ Burnt Sambhar & uncooked idli served on Saturday.
- \* Need permission to visit church & temple  
[Shilpa was not allowed to visit temple even after the permission by parent]
- \* Students are expecting a friendly response from Sr. Jaya.
- \* Issue with sister's statement - "Lent should be taken at home not at hostel".
- \* Request to change the menu.
- \* Request to establish a Food Committee.

Signature → Melbi Biju

Action Committee Meeting - II

DATE - 22-03-19  
Time - 2:30

Archa M.S (S3 MCA)

- \* Rude response from Sister Jaya.
- \* Complain regarding mess fees Reduction.
- \* No permission to visit temple & church
- \* An issue regarding issuing pass → Harsh Response by Sister Jaya.
- \* Harsh treatment towards students on asking permission to go out of the campus (To buy sanitary napkins, visiting nappies ATM)

Riya Moxiyam, <sup>Archa</sup> Shobha S. Pillai

- \* Plastic from tea (about a month ago)
- \* Complain regarding mess fees Reduction.
- \* Uncooked Dosa served at times.
- \* No provision to dry clothes under sunlight.
- \* No permission to visit Temple & Church

Renjitha P.R & Sini Mathew

- \* Permission to visit Temple & church
- \* Burnt Sambars for breakfast & lunch on a Saturday
- \* Not properly cooked food
- \* Harsh Treatment by Sister Jaya.
- \* Issues faced while seeking permission to go out of campus for emergency.
- \* The Curry got over on today (22-03-19) by 8:30.
- \* Complain regarding mess fees reduction.

- \* Health issues faced due to food
- \* Issue with breakfast -
- \* Proper study room.

Sini Mathew <sup>SR</sup>  
 Renjitha <sup>SR</sup> ~~Renjitha~~

Sajishna K., Seethu Sraji

- \* Complain Regarding mess fees Reduction.
- \* Permission to Visit Temple & Church.
- \* Food Quality & Quantity
- \* Issues faced while seeking permission to go out of Campus.
- \* Proper facility to dry cloths. & wash cloths.

Sushma ~~Sushma~~  
 Seethu ~~Seethu~~

Lakshmi, Soorya, Anjali

- \* Complain Regarding mess fees Reduction
- \* Permission to Visit Temple & church.
- \* Partiality observed - students feel that rules are different for every students -
- \* There are students from different departments who come to hostel late (around 8:30pm)
- \* No action taken by Sister Joya on complain regarding No electricity on the floor during Model exams.
- \* Harsh Treatment by Sister Joya.
- \* Study room at Alphonsa Hostel is not neat

Anjali Philip <sup>SR</sup>  
 Soorya Das K.S. ~~Soorya~~  
 Lakshmi P. Raju ~~Lakshmi~~



Action Committee Meeting - III

26-03-19  
3:00 pm

Chintu & Shilpa

- \* Food Quality (Screw, Worm & plastic in food)
- \* Issue with Electricity during Model Exony
- \* Permission to visit temple
- \* Shilpa was not permitted to visit temple even after the approval of parents.
- \* Reduction in mess fees

R. Shilpa

Chintu

Southi Xavice & Binimol

- \* Issue with food Quality
- \* Permission to visit Temple & church
- \* Reduction in mess fees.
- \* Issue with water quality (skin trouble faced).

Southi Binimol

Arijona & Seethalakshmi

- \* Mosquito in dosa was found (Sunday Morning).
- \* Plastic in food.
- \* Worm in food.

Arijona Seethalakshmi

## ENQUIRY REPORT ON HOSTEL ISSUES

A grievance was raised by inmates (21 members) with the subject-“Issues in the Hostel” in the written complaint submitted to The Principal, Fr Dr. Cherian J. Kottayil on 20<sup>th</sup> March, 2019.

As a response to the grievance raised, an order (Ref no: 162/2019/M1) was issued by The Principal for the detailed enquiry about the facts and circumstances of the complaint. An enquiry committee was constituted for the same and Prof. Varghese Abraham was appointed as the chairman.

### Members of Enquiry Committee:

1. Prof. Varghese Abraham, Academic Administrator (Chairman)
2. Ms. Samitha Sara Abraham, Asst. Professor, School of Biosciences (Member)
3. Ms. Phijo J Cherickal, Asst. Professor, Department of Computer Applications (Member)
4. Ms. Jinu Mary Varghese, Asst. Professor, Department of Management Studies (Member)

As an attempt to establish the facts and circumstances of the incident, the ENQUIRY committee held six sittings with the inmates, mess staff, cook and the hostel warden during the period of enquiry. The available evidences were collected and the enquiry team personally visited basement, study room, washing area, gym & light facilities of Alphonsa hostel and accessed the immediate requirements on the basis of which the following report is prepared and submitted along with suggestions and observations for your consideration and suitable actions. The core committee also took statements of the inmates who raised the grievance and scrutinised their statements.

### List of students (S3 MCA) who took part in the investigation:

- |                        |                    |
|------------------------|--------------------|
| 1. Melbi Biju          | 8. Sruthi S Pillai |
| 2. Anisha Varghese     | 9. Renjitha P. R   |
| 3. Anjitha P Kuriakose | 10. Sini Mathew    |
| 4. Riya Ealiyas        | 11. Sajishna K     |
| 5. Anseena A           | 12. Sheethu Shaji  |
| 6. Archana M S         | 13. Lakshmi P Raju |
| 7. Riya Mariyam        | 14. Soorya Das K.S |

15. Anjali Mary Philip  
16. Chinthu R  
17. Shilpa P  
18. Sruthi Xavier

19. Binimol Sibi  
20. Anjana P Nair  
21. Seethalaksmi

**Major concerns raised during the enquiry:**

1. The students informed the committee about the deteriorating quality of food in the girl's mess. They raised complaints about half-cooked dosa, idli, vegetables & burnt sambhar being served. There were cases where burnt sambhar was served to them for both breakfast and lunch. There were major complaints regarding getting metal screw, mosquitos, worm from the food and plastic from the tea. The inmates stated that on reporting these incidents to the Hostel Warden, they did not receive a satisfactory & favourable response in return. The students requested a change in the mess menu. The students reported that even when the number of inmates is comparatively less during Saturdays and Sundays food quality and availability is poor and not up to the mark
2. The students also reported non availability of enough quantity of food to everyone and stated that there are times when food gets over even before the end of the dining time.
3. The inmates reported harsh treatment towards them by the Hostel Warden, Rev. Sister Jaya. They stated that sometimes the treatment of the Rev. Sister towards them is rude & partial and due to this they are finding it difficult to adjust with the hostel and even planned of vacating the hostel. They reported their dissatisfaction with the comment made by the sister – “Lent should be taken at home and not at the hostel”. They also stated that they are subjected to harsh personal remarks by her on seeking permission to go out.
4. The inmates requested for permission to visit temple and church outside the college campus atleast once in a month. The students brought to the attention of the committee that they do not have a provision to visit the temple and church even after



the approval of their parents. The Committee assured the students to resolve this issue.

5. It was brought into the attention of the core committee that the first semester students of girl's hostel did not get a mess fees reduction for 10 days Christmas vacation whereas the same was enjoyed by students of boy's hostel.
6. The inmates of Alphonsa Hostel reported that they do not have a proper facility for washing cloths as the only facility available is on the terrace of new hostel but the door to the terrace gets locked in the evening by the time they get back from the college. The students also requested for a space to dry their cloths under the sunlight as the space that is allotted to them is a closed room and insufficient.
7. The inmates complained that the study room of Alphonsa Hostel is not neat/clean and requested for an action to be taken immediately. They also stated that there is no proper lighting in the basement which is where they are supposed to study.
8. It was brought to the attention of the committee that issues were faced by the students due to the dripping of the electricity in the hostel and no immediate action were taken on reporting the same repeatedly to the warden.
9. The inmates complained about the drinking water facility in Alphonsa Hostel as the water point is placed outside the hostel due to which they fail to access it after the hostel gates are closed at night. There were also complains regarding the water purifier on the 5<sup>th</sup> floor. The water from the purifier is reported to be yellow in colour & is found to have suspended particles in it
10. The students also requested for a flexibility in the outing time (3-6 pm) during Saturdays as they find it difficult to visit banks during this allotted time period.

**Observations:**

1. Untidy study room without basic facility of tables and chairs. Fans and lights are observed to be damaged.

2. Untidy basement with a lack of light facility.
3. Shortage of food.
4. Need of food menu rotation.
5. Gym not properly maintained and functional.
6. Students not permitted to visit temple and church.
7. Partial and Harsh treatment by the hostel warden.
8. Over all dissatisfaction among the students regarding hostel food and facility.
9. No washing facility for the cloths of the inmates of Alphonsa hostel

**Suggestions:**

1. Establishment of a Mess & Hostel committee involving both students (2 students i.e one junior and 1 senior from each department) and staff in it. They must report to the administrator/ principal regarding up-keeping of hostel and activities periodically.
2. Revision of the food menu in girl's hostel mess is needed. Special care may be taken regarding the food provided especially for vegetarians on weekends.
3. No restriction on a student's choice to visit the temple or church outside the campus provided they submit a written permission letter by their parents and abide by Institution's timing.
4. Proper hostel rules applicable to all the students irrespective of their seniority status should be formulated.
5. Immediate allotment of cloths washing and drying area for inmates of Alphonsa hostel.
6. Immediate cleaning of the study room (Room no. 110) and installation of lights in the basement of Alphonsa hostel. The extra beds in the study room must be removed and additional tables and chairs must be placed immediately.
7. Immediate cleaning and maintenance of girl's hostel gym under the supervision of the representatives of the hostel committee (Room no.112)

8. The mess fees for Christmas vacation (10 days) eligible to the students may be allowed to be adjusted from the next instalment of mess fee due.
9. Full-proof hospitality management is needed and can be maintained with the co-operation of the inmates.
10. It is complained by many students that open and public enquiry by warden regarding non remittance of mess fees may be avoided. Any enquiry regarding the late submission of mess fees by the hostel warden must be done personally and in absolute privacy
11. Drinking water facility is needed in each floor and may be provided as far as possible.

#### **RECOMMENDED RULES (in addition to the existing hostel rules)**

1. Students should not stay back in the campus after 6 pm. In case of any necessity, (e.g., library visit, work in lab) prior permission should be taken from the Hostel warden.
2. The permitted time for outing on Saturdays will be from 9:30 am to 12:30pm. The out pass procedure must be followed as usual to get the permission to leave the campus. Students can visit nearby stores/ATM on Wednesdays between 5 p.m to 6 p.m with prior intimation.
3. Saturday and Sunday can be used for Religious visits provided the students produce a written letter from their parents or a message to the warden from the registered mobile number of parents.
4. Mess timings should be adhered strictly.
5. After dinner the inmates are expected to go back to their rooms by 9 pm. Permitted students visiting the library can stay back till 9:45 pm.
6. After dinner, students may walk around between main building and administrative block. They are not supposed to go to the front area and gate without proper reason.
7. Any complains, suggestions and cleanliness matter is to be brought to the notice of the hostel committee.



8. Strict silence shall be observed in hostel after 10 pm. Care should be taken at all times to ensure that music/loud talking is NOT disturbing outsiders living nearby. Any manner of festivities and noise making celebrations will not be entertained after 10 pm.

1. Phys. J. chackal
2. Samtha Sara Abraham
3. Jimu Mary Varghese

Elgi

28/3/19  
caution  
28/3/19

4. Jemin S. Uthup

Jemin  
28/3/19

28.03.2019  
Varghese Abraham

7

**Action taken report on informally reported  
Grievances**

2020-2021

**Reported grievances**

1. Students put forward a concern about the water purifier near to Examination hall. Since the purifier near to the exam hall is not using regularly the water may not be good for drinking.
2. Some fans in the MBA classroom are not working properly.
3. Since the students are attending the class through both online and offline. Online students cannot hear the class properly when the teacher is far away from the smart board.

**Action taken**

1. Water purifier is cleaned at regular intervals
2. Took corrective measures and electrician rectified the complaint of fans.
3. Purchased sufficient number of Bluetooth headsets.

2019-2020

**Reported grievances**

1. Women's Hostel students requested to place a purifier (both hot water and cool water) outside the hostel.
2. Also requested to replace the cooler in front of the Principal to the place in front of ladies mess hall.
3. Students put forward a suggestion regarding canteen renovation. They requested to change the canteen food menu and also requested for an attached wash room

**Action taken**

1. Installed a purifier in front of the St. Alphonsa Girls Hostel
2. Replaced the cooler to ladies mess hall so that easy accessibility for residential students are also possible at all time.
3. Renovated the canteen premises and build a wash room attached to the canteen. The canteen committees also implemented a new menu list discussing with the students.



**2018-2019**

**Reported grievances**

1. Student requested for College bus service towards Chengannur, Kozhencherry, Mavelikkara etc.
2. Students raised the concern of cleaning the basketball ground.
3. Students requested to provide parking facility for their vehicle somewhere near college campus

**Action taken**

1. Bus service extended to requested route such as Chengannur, Mavelikkara, Kozhencherry etc
2. Removed all the debris, grass etc from the ground and make sure it is well maintained hereafter.
3. Parking facility for students vehicle is provided in the adjacent property possessed by the college

**2017 -2018**

**Reported grievances**

1. Some classrooms do not have waste bin and also some speaker phone in the class rooms are not working properly
2. White board in Lecture hall 302 is not clear
3. Students requested for a common mechanism for addressing their suggestions or feedback other than academics.

**Action taken**

1. Placed waste bin inside and outside the class room depicting the segregation of usage
2. Replace the white board in MBA class room no. 302
3. A suggestion box is placed in front of the Principal Office

**2016-2017**

**Reported grievances**

1. Internet connectivity are showing poor signal strength in MBA Classroom
2. Need of drinking water facility outside exam hall
3. Need of a stationery store inside college campus

**Action taken**

1. Installed a router near the MBA class room for better accessibility
2. Installed a water purifier near by the exam hall
3. Vacant room nearby college office is opened as students stationery store.



### Minutes of Anti-ragging Committee on 3<sup>rd</sup> March 2017

The meeting of the Anti-ragging committee was held on 3<sup>rd</sup> March 2017 at Principal office. The meeting was started at 2:30pm under the chairmanship of Fr. Pradeep Vazhatharamalayil

The following members were attended the meeting

1. Rev.Fr. Pradeep Vazhatharamalayil	Chairman
2. Mr.Tiji Thomas	Member
3. Fr. Philip Thayillam	Member
4. Mr.Varghese Abraham	Member
5. Dr.Ashalakshmi R.K	Member
6. Dr.Nishad P M	Member
7. Mrs.Beena Cherian	Member
8. Mr.Stephen James	Member
9. Sr. Jyothis Maria	Member
10. Mr.Shibu Itty Mathew	Member
11. Mr.Thomas Mathew	Member
12. Mr.Ajai Krishanan G	Member
13. Dr.Aggi Anand	Member
14. Ms. Sreelekshmi C Warriar	Member
15. Ms.Gipthy mohan	Member

Principal observed that the admission process has been started and therefore all departments have to follow all the directions issued by UGC, AICTE and other regulatory bodies regarding the anti ragging.

As there was no other matter, the meeting came to an end by 3:15pm with a vote of thanks to the Chair.



### Minutes of Anti-ragging Committee on 9<sup>th</sup> January 2017

The meeting of the Anti-ragging committee was held on 9<sup>th</sup> January 2017 at Principal office. The meeting was started at 11am under the chairmanship of Fr. Pradeep Vazhatharamalayil

The following members were attended the meeting

Rev.Fr. Pradeep Vazhatharamalayil	Chairman
Mr.Tiji Thomas	Member
Fr. Philip Thayillam	Member
Mr.Varghese Abraham	Member
Dr.Ashalakshmi R.K	Member
Dr.Nishad P M	Member
Mrs.Beena Cherian	Member
Mr.Stephen James	Member
Sr. Jyothis Maria	Member
Mr.Shibu Itty Mathew	Member
Mr.Thomas Mathew	Member
Mr.Ajai Krishanan G	Member
Dr.Aggi Anand	Member
Ms. Sreelekshmi C Warriar	Member
Ms.Gipthy mohan	Member

Principal observed that there are no issues related to ragging in the campus and that the senior students and juniors are maintaining cordial relationship. The committee members and squad are to be vigilant and closely watch the students so that any undesirable activity is nipped in the bud

As there was no other matter, the meeting came to an end by 11:30am with a vote of thanks to the Chair.



### Minutes of Anti-ragging Committee on 12<sup>th</sup> June 2018

The meeting of the Anti-ragging committee was held on 12<sup>th</sup> June 2018 at Principal office. The meeting was started at 10am under the chairmanship of Fr.Dr. Cherian J Kottayil.

The following members were attended the meeting

Fr.Dr. Cherian J Kottayil	Chairman
Prof. Varghese Abraham	Vice Chairman
Mr.Tiji Thomas	Member
Rev.Fr. Abraham Naduviledam	Member
Dr.Ashalakshmi R.K	Member
Dr.Nishad P M	Member
Mrs.Beena Cherian	Member
Mr.Stephen James	Member
Rev.Sr. Jaya SIC	Member

Following decisions were taken by the committee:

- It was decided to display anti ragging committee members details in the notice board.
- Committee is requested to conduct meeting with the students regularly
- It was decided that Strict instructions to be given to the newly joined students that the admission may be cancelled or the students may be suspended from attending the class if found involved in sort of ragging in the college campus.
- Make sure that the duly filled and signed anti ragging affidavit are collected from the newly joined students and it is filed.

As there was no other matter, the meeting came to an end by 10:30am with a vote of thanks to the Chair.





**Minutes of Anti-ragging Committee on 13<sup>th</sup> November 2018**

The meeting of the Anti-ragging committee was held on 13<sup>th</sup> November 2018 at Principal office. The meeting was started at 11am under the chairmanship of Fr.Dr. Cherian J Kottayil.

The following members were attended the meeting

Fr.Dr. Cherian J Kottayil	Chairman
Prof. Varghese Abraham	Vice Chairman
Mr.Tiji Thomas	Member
Dr.Ashalakshmi R.K	Member
Dr.Nishad P M	Member
Mrs.Beena Cherian	Member
Mr.Stephen James	Member

**Absentees:**

Rev.Fr. Abraham Naduviledam	Member
Rev.Sr. Jaya SIC	Member

Following decisions were taken by the committee:

- The committee members are requested to organize meeting with students to make the campus a ragging free zone.
- Students are advised to report to the HOD immediately if any part of ragging is undertaken by any students .

As there was no other matter, the meeting came to an end by 11:30am with a vote of thanks to the Chair.



### Minutes of Anti-ragging Committee on 16<sup>th</sup> October 2019

The meeting of the Anti-ragging committee was held on 16<sup>th</sup> October 2019 at Board room. The meeting was started at 10:30am under the chairmanship of Fr.Dr. Cherian J Kottayil.

The following members were attended the meeting

1. Fr.Dr. Cherian J Kottayil	Chairman
2. Prof. Varghese Abraham	Vice Chairman
3. Mr.Tiji Thomas	Member
4. Rev.Fr. Abraham Naduviledam	Member
5. Dr.Ashalakshmi R.K	Member
6. Dr.Nishad P M	Member
7. Mrs.Beena Cherian	Member
8. Mr.Stephen James	Member
9. Rev.Sr. Jaya SIC	Member

The HOD's reported that the Juniors have no problem with senior students . And the committee requested to make sure that anti ragging affidavit from students and parents are collected and filed.

As there was no other matter, the meeting came to an end by 11:00am with a vote of thanks to the Chair.



### Minutes of Anti-ragging Committee on 25<sup>th</sup> March 2019

The meeting of the Anti-ragging committee was held on 25<sup>th</sup> March 2019 at Board room. The meeting was started at 10:30am under the chairmanship of Fr.Dr. Cherian J Kottayil.

The following members were attended the meeting

1. Fr.Dr. Cherian J Kottayil	Chairman
2. Prof. Varghese Abraham	Vice Chairman
3. Mr.Tiji Thomas	Member
4. Rev.Fr. Abraham Naduviledam	Member
5. Dr.Ashalakshmi R.K	Member
6. Dr.Nishad P M	Member
7. Mrs.Beena Cherian	Member
8. Mr.Stephen James	Member
9. Rev.Sr. Jaya SIC	Member

Following decisions were taken by the committee:

- Visit the department frequently by the committee members to check and take measures to avoid any part of ragging activities in the college.
- To create an awareness to the students about the legal consequences of the ragging

As there was no other matter, the meeting came to an end by 11:00am with a vote of thanks to the Chair.





### Minutes of Anti-ragging Committee on 23<sup>rd</sup> March 2021

The meeting of the Anti-ragging committee was held on 23<sup>rd</sup> March 2021 at Principal office. The meeting was started at 11:30am under the chairmanship of Fr.Dr. Cherian J Kottayil.

The following members were attended the meeting

1. Fr.Dr. Cherian J Kottayil	Chairman
2. Prof. Varghese Abraham	Vice Chairman
3. Mr.Tiji Thomas	Member
4. Fr. Chacko Meledathu	Member
5. Dr.Ashalakshmi R.K	Member
6. Dr.Nishad P M	Member
7. Mrs.Beena Cherian	Member
8. Mr.Stephen James	Member
9. Rev.Sr. Jaya SIC	Member

Following decisions were taken by the committee:

- At present the students are attending online classes and there are no issues relating to ragging.
- The new batch of the students will be coming within 3 or 4 months the Principal reminded the HODs to obtain the prescribed affidavit from the students through online or offline.

As there was no other matter, the meeting came to an end by 12pm with a vote of thanks to the Chair.



**MINUTES OF THE PREVENTION OF SEXUAL HARASSMENT & GENDER BASED VIOLENCE COMMITTEE  
MEETING ON 02 January 2019**

The meeting of the Prevention of Sexual Harassment and gender based violence committee held at Board Room

The meeting was started at 10.30am under the chairmanship of Fr. Dr. Cherian J Kottayil

Members Present:

- |                             |           |
|-----------------------------|-----------|
| 1. Fr. Cherian J Kottayil   | Chairman  |
| 2. Mr.Varghese Abraham      | Member    |
| 3. Ms. Phijo J Cherickal    | Secretary |
| 4. Mr. Tiji Thomas          | Member    |
| 5. Mr. Sudeep B Chandramana | Member    |
| 6. Ms Treesa Varghese       | Member    |
| 7. Mrs. Preetha G Panicker  | Member    |

The meeting commenced with silent prayer at 10.30am. Principal addressed the meeting

**Agenda:**

➤ **MACFIESTA**

**Discussions & Decisions:**

- It was decided to give orientation to all students about the code of conduct in MACFIESTA college fest.

The meeting came to a close at 11.30am.

**MINUTES OF THE PREVENTION OF SEXUAL HARASSMENT & GENDER BASED VIOLENCE COMMITTEE  
MEETING ON 19th August 2019**

The meeting of the Prevention of Sexual Harassment and gender based violence committee held at Board Room

The meeting was started at 10.30am under the chairmanship of Fr. Dr. Cherian J Kottayil

**Members Present:**

1. Fr. Cherian J Kottayil	Chairman
2. Mr. Varghese Abraham	Member
3. Ms. Phijo J Cherickal	Secretary
4. Mr. Tiji Thomas	Member
5. Mr. Sudeep B Chandramana	Member
6. Dr. Jenny Jacob	Member
7. Ms Treesa Varghese	Member
8. Mrs. Preetha G Panicker	Member

The meeting commenced with silent prayer at 10.30am. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

**Agenda:**

1. Conduct self defence training program for girls' students

**Discussions & Decisions:**

Principal suggested the need for organizing a self defence training programme for the girl students. The committee members discussed about the various possibilities to conduct a defence training programme in association with the Kerala police.

The meeting came to a close at 11.00am.



**MINUTES OF THE PREVENTION OF SEXUAL HARASSMENT & GENDER BASED VIOLENCE  
COMMITTEE MEETING ON 13<sup>th</sup> JULY 2020**

The meeting of the Prevention of Sexual Harassment and gender based violence committee held at Board Room

The meeting was started at 2.30pm under the chairmanship of Fr. Dr. Cherian J Kottayil

**Members Present:**

- |                               |           |
|-------------------------------|-----------|
| 1. Fr. Dr. Cherian J Kottayil | Chairman  |
| 2. Ms. Phijo J Cherickal      | Secretary |
| 3. Mr. Tiji Thomas            | Member    |
| 4. Mr. Sudeep B Chandramana   | Member    |
| 5. Dr. Jenny Jacob            | Member    |
| 6. Ms Treesa Varghese         | Member    |
| 7. Mrs. Preetha G Panicker    | Member    |

The meeting commenced with silent prayer at 02.30pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

**Agenda:**

Conducting awareness programmes on Gender Bias, Stereotyping Gender Equality, and Women's Right

**Discussions & Decisions:**

The meeting discussed in detail about the instruction from M.G university to conduct an Online session on the topic " Gender Bias; Stereotyping Gender Equality; Women's Right"

The meeting came to a close at 03.30pm.

**MINUTES OF THE PREVENTION OF SEXUAL HARASSMENT & GENDER BASED VIOLENCE  
COMMITTEE MEETING ON 5<sup>th</sup> August 2020**

The meeting of the Prevention of Sexual Harassment and gender based violence committee held at Board Room

The meeting was started at 2.00pm under the chairmanship of Fr. Dr. Cherian J Kottayil

**Members Present:**

1. Fr. Cherian J Kottayil	Chairman
2. Ms. Phijo J Cherickal	Secretary
3. Mr. Tiji Thomas	Member
4. Mr. Sudeep B Chandramana	Member
5. Dr Jenny Jacob	Member
6. Ms Treesa Varghese	Member
7. Mrs. Preetha G Panicker	Member

The meeting commenced with silent prayer at 2.30 pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

**Agenda:**

- Gender Bias & Stereotyping Gender Equality & Women's Right - Talk

**Discussions & Decisions:**

- The conveners informed the committee that Adv. C R Sindhumol Former Govt. Pleader will be the resource person to conduct an online session on the topic " Gender Bias & Stereotyping Gender Equality & Women's Right"
- The scheduled date of the program is on 12th August 2020 at 2pm onwards.  
The meeting came to a close at 11.30am.

**MINUTES OF THE PREVENTION OF SEXUAL HARASSMENT & GENDER BASED VIOLENCE  
COMMITTEE MEETING ON 18<sup>th</sup> January 2021**

The meeting of the Prevention of Sexual Harassment and gender based violence committee held at Board Room

The meeting was started at 2.00 pm under the chairmanship of Fr. Dr. Cherlan J Kottayil

Members Present:

1. Fr.Dr. Cherlan J Kottayil	Chairman
2. Ms. Philjo J Cherickal	Secretary
3. Mr. Tiji Thomas	Member
4. Mr. Sudeep B Chandramana	Member
5. Dr.Jenny Jacob	Member
6. Ms Treesa Varghese	Member
7. Mrs. Preetha G Panicker	Member

The meeting commenced with silent prayer at 2.00 pm.

**Discussions & Decisions:**

- The meeting discussed in about the activities (seminars/webinars/interactions) that need to be conducted as part of this year's gender equality awareness.
- Decided to associate with the Department of biosciences for the programme.

The meeting came to a close at 2.30 pm.





**MACFAST**  
the trendsetter in education

**MAR ATHANASIOS COLLEGE FOR  
ADVANCED STUDIES TIRUVALLA**  
ACCREDITED BY NAAC WITH 'A' GRADE  
RECOGNIZED BY DSIR, GOVT. OF INDIA

**Proceedings of the Principal, Mar Athanasios College For Advanced  
Studies, Tiruvalla (MACFAST)**

**Present: Fr. Dr. Cherian J Kottayil, Principal - Chairman**

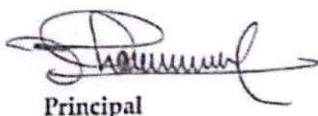
**Order no: 26767/ACA1 SO/2020 /AC A 1 Dated 7-7-2020**

**SUB: PREVENTION OF SEXUAL HARASSMENT AND GENDER EQUALITY  
COMMITTEE**

Ref:nil

The prevention of sexual Harassment Committee constituted as follows:

1. Fr. Dr. Cherian J Kottayil, Principal-Convenor
2. Mr. Varghese Abraham, Administrator - Member
3. Mr. Tiji Thomas, Head, Dept. of Computer Applications- Member
4. Dr. Sudeep B Chandramana, Head, Dept. of Management Studies - Member
5. Dr. Neethu Ann Georgie, Dept. of Management Studies - Member
6. Mr. Stephen James, Head, Dept. of Biosciences - Member
7. Mrs. Phijo J Cherickal, Dept. of Computer Applications -Member
8. Mrs. Preetha G Panicker, Dept. of Management Studies - Member
9. Ms. Treesa Varghese, Dept. of Biosciences - Member

  
Principal



**Fr. Dr. CHERIAN J KOTTAYIL**  
PRINCIPAL  
Mar Athanasios College for Advanced Studies  
Tiruvalla - 689101, Kerala

A Minority Institution of the  
Corporate Educational Agency of the  
Catholic Archdiocese of Tiruvalla

Approved by AICTE  
and Affiliated to  
M.G. University

Courses @  
Main Campus  
MBA & MCA

E-mail  
principal@macfast.org  
macfast@macfast.org

Website  
www.macfast.org  
www.macfast.in

KERALA, PIN-689101, INDIA TEL : 0469 2730300, 2730301, 2730303, FAX : 0469 2730317





**MAR ATHANASIOS COLLEGE FOR ADVANCED  
STUDIES TIRUVALLA**

Accredited by NAAC with 'A' Grade and Recognized by DSIR, Govt. of  
India

**MACFAST WOMEN CELL**





## CONTENTS

1. Objectives
2. Women Cell Committee Members
3. List of Activities
4. Reports

### MACFAST WOMEN CELL

The women cell of MACFAST was established in May 2014. The Women Cell in our College was started with the view of creating awareness about important issues related to women and provides a forum for discussion and deliberation on a range of issues such as one's body, sexuality and gender. It helps girl students to develop emotional maturity to deal with their day to day problems. It also encourages staff members to extend their support, guidance to girl students in need.

#### **Objectives**

1. To spread awareness among girl students about maintaining healthy relationships with others.
2. To encourage girl students to discuss their problems with teachers without any hesitation
3. Helping girl students to develop assertiveness, optimism and emotional maturity to deal with their day to day problems
4. To encourage staff members to extend their support, counsel and guidance to the girl students in need
5. To invite eminent personalities to give talks on various issues related to women
6. Empowering girl students to face future challenges.
7. To facilitate a gender-sensitive and congenial working environment for women employees and women students of MACFAST.





## Proceedings of the Principal, Mar Athanasios College For Advanced Studies Tiruvalla

Sub: Reconstitution of Women's Cell- Orders Issued

Dated: 12<sup>th</sup> January 2016

### President:

Ms. Phijo J Cherickal, Assistant Professor, Department of Computer Applications

### Secretary:

Ms. Mahita Dileep, Assistant Librarian

### Members:

1. Ms. Tintumol Joseph  
Assistant Professor, Department of Management Studies
2. Ms. Beena Cherian  
Dean, School of Biosciences
3. Student Representatives from three departments

The reconstituted committee will have to start functioning with immediate effect. The period of Membership will be for two years.



**Fr. Pradeep Vazhatharamalayil**  
Principal, MACFAST





**MACFAST**  
the trendsetter in education

**MAR ATHANASIOS COLLEGE FOR  
ADVANCED STUDIES TIRUVALLA**  
ACCREDITED BY NAAC WITH 'A' GRADE  
RECOGNIZED BY DSIR, GOVT. OF INDIA

**Proceedings of the Principal, Mar Athanasios College For Advanced Studies Tiruvalla**

Sub: Reconstitution of Women's Cell- Orders Issued

Order No: 265/2018/M1

Dated: 4<sup>th</sup> June 2018

**President:**

Ms. Phijo J Cherickal, Assistant Professor, Department of Computer Applications

**Secretary:**

Ms. Mahita Dileep, Assistant Librarian

**Members:**

1. Ms. Tintumol Joseph, Assistant Professor, Department of Management Studies
2. Ms. Beena Cherian, Dean, School of Biosciences
3. Ms. Ranjini Mariam Philipose, Assistant Professor, Department of Computer Applications
4. Ms. Preetha G Panicker, Assistant Professor, Department of Management Studies
5. Student Representatives from three departments

The reconstituted committee will have to start functioning with immediate effect. The period of Membership will be for two years.

**Fr. Dr. Cherian J Kottayil**  
Principal, MACFAST



A Minority Institution of the  
Corporate Educational Agency of the  
Catholic Archdiocese of Tiruvalla

Courses @  
Main Campus  
MBA & MCA

Courses @ Bio campus  
M.Sc Biochemistry, M.Sc Biotechnology  
M.Sc Bioinformatics, M.Sc Plant Biotechnology  
M.Sc Food Technology & Quality Assurance  
M.Sc Phytomedical Science & Technology

E-mail  
principal@macfast.org  
macfast@macfast.org

Website  
www.macfast.org  
www.macfast.in



**Proceedings of the Principal, Mar Athanasios College for Advanced Studies, Tiruvalla**

**Fr. Dr. Cherian J. Kottayil, Principal**

Sub: Reconstitution of Women's Cell- Orders Issued

Order No: 858 /2021/M1

Dated: 12<sup>th</sup> November 2021

**President:**

Dr. Smitha Vijayan, Associate Professor, School of Biosciences

**Secretary:**

Ms. Tintumol Joseph, Assistant Professor, Department of Management Studies

**Members:**

1. Ms. Ranjini Mariam Philipose,  
Assistant Professor, Department of Computer Applications
2. Ms. Phijo J Cherickal  
Assistant Professor, Department of Computer Applications
3. Ms. Preetha G Panicker  
Assistant Professor, Department of Management Studies
4. Dr. Teena Merlin  
Assistant Professor, School of Biosciences
5. Ms. Kripa Thankachan  
Assistant Software Engineer, IT
6. Ms. Annu Joseph  
RJ & Program Producer, Radio MACFAST 90.4



**Mar Athanasios College for Advanced Studies Tiruvalla**

Affiliated to MG University and Approved by AICTE  
A Minority Institution of the Corporate Educational Agency of the Catholic Archdiocese of Tiruvalla

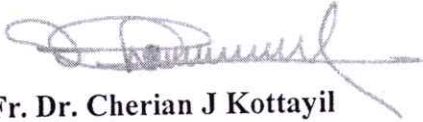
Courses at  
Main Campus  
MBA & MCA

Accredited by  
**NAAC 'A'**  
**GRADE**  
DSIR Recognized  
NIRF 2020 RANK  
BAND 151-200  
ISO 9001:2015



7. Ms. Gayathri E. P  
Student representative, School of Biosciences
8. Ms. Liya Mary Raju  
Student representative, Department of Computer Applications
9. Ms. Amala John  
Student representative, Department of Management Studies

The reconstituted committee will have to start function with immediate effect. The period of Membership will be for two years.

  
Fr. Dr. Cherian J Kottayil  
Principal, MACFAST



31/01



## LIST OF ACTIVITIES

1. MAFAST Women Cell organized a special lecture on the topic "**Gender Awareness and Equality**" on 30-03-2016, from 10 am to 12 pm in the College Auditorium. The session handled by Mr. A Nazim, DYSP Pathanmthitta.
2. Organized a **Self Defence Training Programme** in Association with JANAMYTHRI STHREE SURAKSHA PADHATHI on 14<sup>th</sup> - 18<sup>th</sup> November 2016.
3. MACFAST Women Cell organized a Medical Camp on 11/08/2016 in association with DDRC Tiruvalla. The camp offers facility for testing both Thyroid and Blood Sugar level. As part of this initiative, a talk was arranged on the topic "**Thyriod and Non-Communicable Diseases (NCD)**" by Dr. Ajith Mohan Joseph, Asst.Surgeon, Community Health Centre, Vakathanam.
4. Organized a One day Women's camp in association with M.G University union on 27<sup>th</sup> February 2018 in MACFAST.
5. A home for a widow was built and handed over, in association with Women Cell, NSS & Rays of Love in 2018.
6. MACFAST Women Cell organized a webinar on "**Gender Bias and Stereotyping, Gender Equality and Womenn's Right**" on 12/08/2020. The resource person was Adv. C.R Sindhumol, Former Govt Pleader.
7. MACFAST Women cell in association with school of biosciences organized a talk on 10<sup>th</sup> March 2021 as part of international womens day celebrations. The resource person was Mrs. Smitha Suraksha, MD Suraksha group of companies.





**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES THIRUVALLA  
(MACFAST)**

*(Accredited by NAAC with 'A' grade & Recognized by DSIR, Govt. of India)*

**GENDER AWARENESS & EQUALITY**

**Programme Schedule**

Date: 30<sup>th</sup> March 2016  
Venue: College Auditorium

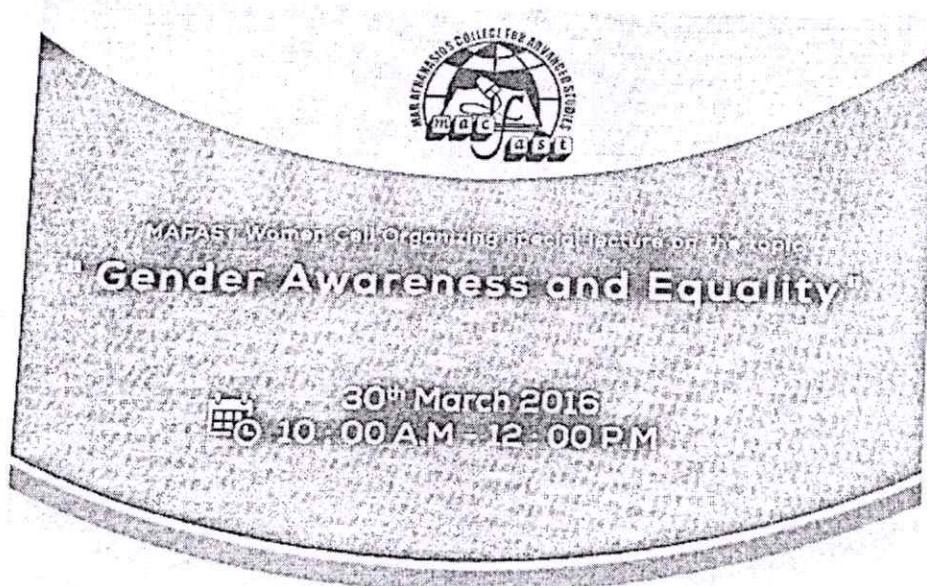
Time: 10.00am

<b>Prayer Song</b>	<b>Ms. Feba Paul</b>
<b>Welcome Speech</b>	<b>Ms. Beena Cherian</b> MACFAST Women Cell Member
<b>Presidential Address</b>	<b>Fr. Pradeep Vazhatharamalayil</b> Principal, MACFAST
<b>Inaugural Address</b>	<b>Mr. Nazim</b> DYSP, Pathanamthitta
<b>Felicitation</b>	<b>Mr. Christy Bastian</b> Administrator, MACFAST
<b>Vote of Thanks</b>	<b>Mrs. Mahita Dileep</b> Women's Cell Coordinator, MACFAST

## REPORT






Resource Person- Mr. A Nazim, DYSP Pathanmthitta  
Topic - Gender Awareness and Equality  
Date- 30-03-2016  
Time- 10am to 12 pm  
Venue- MACFAST Auditorium

MAFAST Women Cell organized a special lecture on the topic "Gender Awareness and Equality" on 30-03-2016, from 10 am to 12 pm in the College Auditorium as part of womens day celebrations. The session was handled by Mr. A Nazim, DYSP Pathanmthitta. In his talk he mentioned the fact that gender inequality still exists in India within the households, workplaces. As per 2011 data, effective literacy rates (age 7 and above) were 82.14% for men and 65.46% for women. Female child is treated inferior to male child and this is deeply engraved in the mind of the female child. This is more predominant in India as well as other lesser developed countries. All staff and students attended the programme.



Resource Person

**Mr. A Nazim**  
DYSP Pathanmthitta

    macfastofficial  [www.macfast.org](http://www.macfast.org)



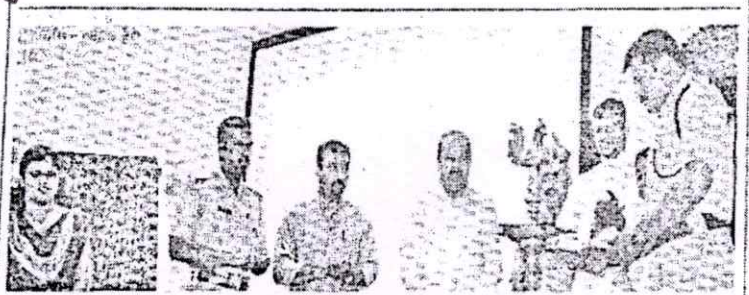
**സെമിനാർ നടത്തി**

തിരുവല്ല മെട്രോ കോളേജ് വുമൺ സെല്ലിന്റെയും പാഠനാലയ ജനറൽ സെൽ സംഘടിപ്പിച്ച സെമിനാർ സി. ജോൺ ജി. മനോജ് ഉദ്ഘാടനം ചെയ്യുന്നു. വുമൺ സെൽ സെക്രട്ടറി റിമിനിൽ പോലീസ്, സിവിൽ പോലീസ് ഓഫീസർ മനോജ് ജി. മനോജ് ഉദ്ഘാടനം ചെയ്യുന്നു.



തിരുവല്ല മെട്രോ കോളേജ് വുമൺ സെല്ലിന്റെയും പാഠനാലയ ജനറൽ സെൽ സംഘടിപ്പിച്ച സെമിനാർ സി. ജോൺ ജി. മനോജ് ഉദ്ഘാടനം ചെയ്യുന്നു.

News Regarding the Seminar on 'Gender Awareness and Equality'.



മെട്രോ കോളേജ് വുമൺ സെല്ലും ജനറൽ സെല്ലും സംഘടിപ്പിച്ച സെമിനാർ സി. ജോൺ ജി. മനോജ് ഉദ്ഘാടനം ചെയ്യുന്നു. വുമൺ സെൽ സെക്രട്ടറി റിമിനിൽ പോലീസ്, സിവിൽ പോലീസ് ഓഫീസർ മനോജ് ജി. മനോജ് ഉദ്ഘാടനം ചെയ്യുന്നു.

News Regarding the inauguration of the seminar "Gender Awareness and Equality" organized by Women's Cell.

*phjo*  
Phyo. J. Cheickel

*[Signature]*  
Dr. CHERIAN J KOTTAYI  
PRINCIPAL  
Mar Athanasios College For Advanced Studies  
Tiruvalla- 689101, Kerala







**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES THIRUVALLA  
(MACFAST)**

*(Accredited by NAAC with 'A' grade & Recognized by DSIR, Govt. of India)*

**A Talk on "Thyroid and Non-Communicable Diseases (NCD)**

**Programme Schedule**

**Date: 11.08.2016**

**Time: 10.00 am**

**Venue: College Auditorium**

<b>Prayer Song</b>	<b>Ms. Feba Paul</b>
<b>Welcome Speech</b>	<b>Mrs Phijo J Cherickal</b> MACFAST Women Cell Member
<b>Presidential Address</b>	<b>Fr. Pradeep Vazhatharamalayil</b> Principal, MACFAST
<b>Key Note Address</b>	<b>Mr. Ajith Mohan Joseph</b> Asst. Surgeon, Community Health Center, Vakathanam
<b>Felicitation</b>	<b>Prof. Sanesh P Varghese</b> Deputy Director, MACFAST
<b>Vote of Thanks</b>	<b>Mrs. Tintumol Joseph</b> MACFAST Women Cell Member

*After the session , a medical camp is organized for the students and staffs in the College to test both Thyroid and Blood Sugar level in the Conference Hall ,MACFAST.*

## REPORT

**Resource Person- Dr. Ajith Mohan Joseph, Asst. Surgeon, Community Health Centre, Vakathanam**

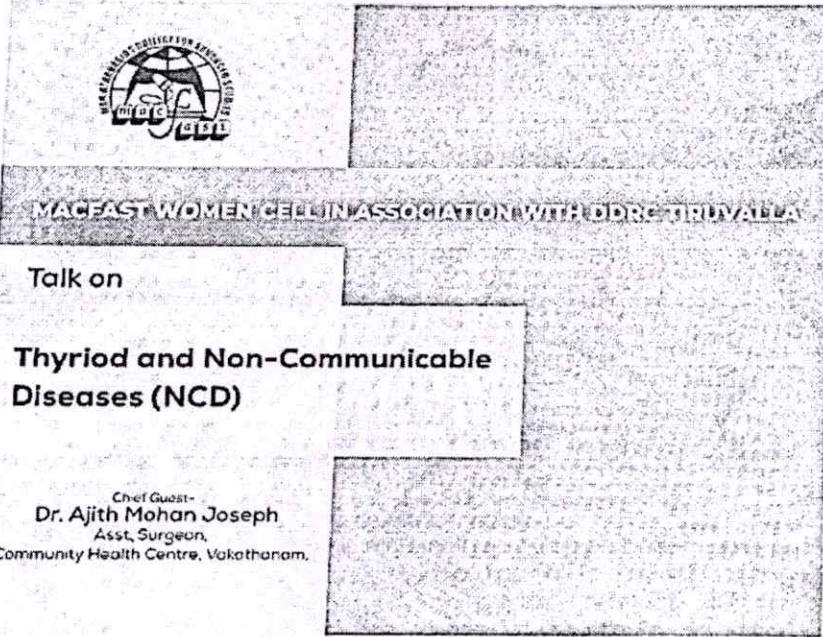
**Topic - Thyroid and Non-Communicable Diseases (NCD) & Medical Camp**

**Date- 11-08-2016**

**Venue- MACFAST Auditorium & Conference Hall**

MACFAST Women Cell organized a Medical Camp on 11/08/2016 in association with DDRC Tiruvalla. The camp offers facility for testing both Thyroid and Blood Sugar level. As part of this initiative, a talk was arranged on the topic "Thyroid and Non-Communicable Diseases(NCD)" by Dr. Ajith Mohan Joseph ,Asst. Surgeon, Community Health Centre, Vakathanam. In his talk he mentioned that non communicable diseases (NCDs) kill 41 million people each year, equivalent to 71% of all deaths globally. Each year, more than 15 million people die from a NCD between the ages of 30 and 69 years; 85% of these "premature" deaths occur in low- and middle-income countries.

The medical camp comprises of check up for lifestyle disease such as thyroid and blood sugar. The camp started in the conference hall from 11am to 1pm. Fees for the test was Rs.50/- per head. All staff members and students availed this facility.



The poster features a logo at the top left with the text "THE HIGHEST QUALITY FOR SERVICE TO YOU" and "DDRC". Below the logo, the text reads "MACFAST WOMEN CELL IN ASSOCIATION WITH DDRC TIRUVALLA". The main title is "Talk on Thyroid and Non-Communicable Diseases (NCD)". The speaker is listed as "Chief Guest- Dr. Ajith Mohan Joseph, Asst. Surgeon, Community Health Centre, Vakathanam." The date is "Date : August 11, 2016". At the bottom, it states "The camp offers facility for testing both Thyroid and Blood Sugar level."










**MACFAST WOMEN CELL  
IN ASSOCIATION WITH  
JANAMYTHRI STREE SURAKSHA PADHATHI**

**SELF DEFENCE TRAINING  
PROGRAMME**

ജൂൺ 2021 നവംബർ 2016

    [macfastofficial](https://www.facebook.com/macfastofficial)  [www.macfast.org](http://www.macfast.org)

*Phijo*  
Phijo J. Cherickal



## REPORT

**Self Defense Training Programme**  
**Date- 14/11/2016 to 18/11/2016**  
**Venue- MACFAST Conference Hall**

According to the Crime in India 2016 report by National Crime Records Bureau (NCRB), around 39 crimes against women are reported every hour in the country. Sadly, we have no data about the ones that go unreported. The National Family Health Survey (NFHS-4) report highlights that every third woman in India, since the age of 15, has faced some form of domestic violence bringing forth the harsh truth. India was also named the most dangerous country in the world in the safety of women. Women make up about 48% of the 1.2 billion populations in India, yet they have faced the risk of sexual assault for decades.

MACFAST Women Cell organized a self defense training programme in Association with Janamythri Sthree Suraksha Padhathi on 14<sup>th</sup> to 18<sup>th</sup> November 2016 to make our girl students competent enough to face any self situations in their life.

*phio*

*Phyo. J. Cherickal*

  
Fr. Dr. CHERIAN J KOTAY  
PRINCIPAL  
Mar Athanasios College For Advanced Studies  
Tiruvalla- 689101, Kerala







**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES  
TIRUVALLA**

**Accredited by NAAC with 'A' Grade and Recognized by DSIR, Govt. of India**

***Gender Bias & Stereotyping Gender Equality & Women's Right***

**Programme Schedule**

**Date: 12.08.2020**

**Time: 2.00 pm**

**Prayer Song**

**Ms. Diya Elza Thomas**

**Welcome Speech**

**Prof. Varghese Abraham  
Administrator, MACFAST**

**Presidential Address**

**Fr. Dr. Cherian J Kottayil  
Principal, MACFAST**

**Keynote Address**

**Adv. C R Sindhumol  
Former Govt. Pleader**

***Question & Answer Session***

**Vote of Thanks**

**Mrs. Phijo J Cherickal  
Women's Cell Coordinator, MACFAST**



## REPORT

Resource Person- Adv. C.R Sindhumol, Former Govt Pleader

Topic- Gender Bias, Stereotyping, Gender Equality & Women's Right

Date: 12-08-2020

Time: 2.30 pm to 3.45pm

*ZOOM Platform*

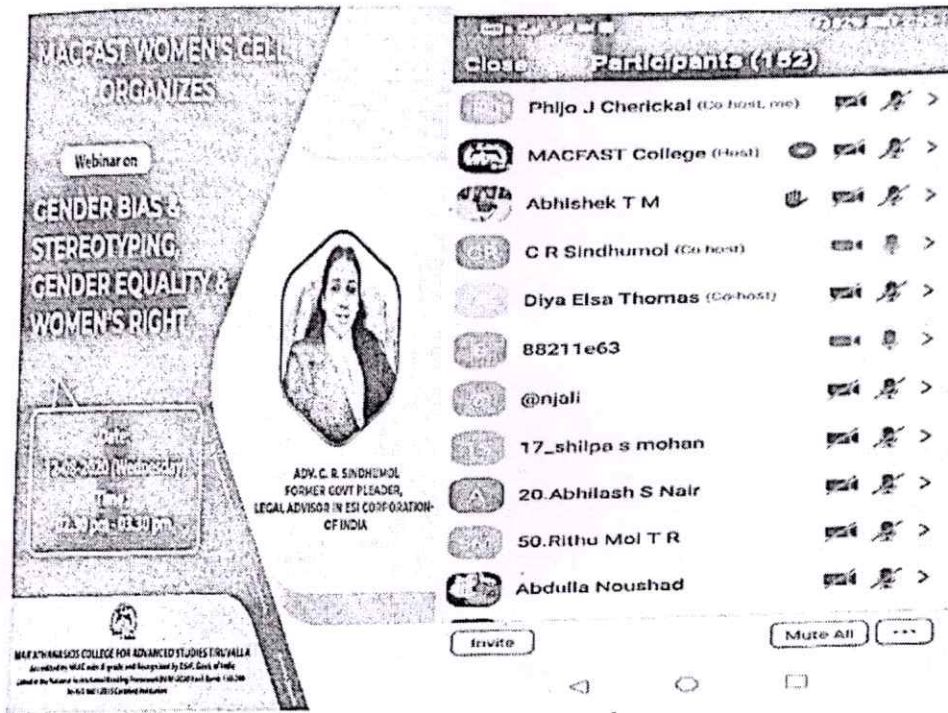
The women cell of Mar Athanasios College for Advanced Studies Tiruvalla conducted a webinar on 12<sup>th</sup> August 2020 with an aim to bring awareness among students on "Gender Bias, Stereotyping, Gender Equality and Women's Rights".

The key speaker of the program was Adv. C.R Sindhumol, who is one of the leading advocate in Kottayam. She was a former government pleader and presently act as the legal advisor to ESI Corporation of India and many other companies.. She shared her valuable insight on this given topic and explained about the persistent gender discrimination experiencing by a women in her home, workplace and in the society. Based on her experience as a lawyer she threw light on some contemporary issues related to gender bias. She also gave awareness on fundamental rights pertaining to gender equality and explained how the violation of article 14 & 15 happen and the way it could be tackled legally.

The session was really interactive. The students, and faculty members showed active participation in terms of interaction. Some of the participants shared their personal experience on gender inequality.

The webinar was organized through online video conference platform zoom and total 152 participants attended the webinar. The session was about one and half hour. The faculty member

Phijo J. Cherickal extended welcome to the participants and one of the students Diya Elsa Thomas delivered vote of thanks.



*phijo*

*Phijo. J. Cherickal*



*[Handwritten Signature]*

**Dr. CHERIAN J KOTTAYIL**  
PRINCIPAL  
Mar Athanasios College For Advanced Studies  
Tiruvaila- 689101, Kerala



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES  
TIRUVALLA**

Accredited by NAAC with 'A' Grade and Recognized by DSIR, Govt. of India

**International Women's Day Celebrations 2021**

**10<sup>th</sup> March 2021**

**Time : 11:00 AM**

**Venue : College Auditorium**

- Prayer : Asha S and team
- Welcome Address : Prof. Varghese Abraham  
Administrator, MACFAST
- Presidential Address : Fr. Dr. Cherian J.Kottayil,  
Principal, MACFAST
- Keynote Address : Smitha Suraksha  
MD, Suraksha Group of Companies.

**Interaction with Students**

- Presentation of Memento : Fr. Dr. Cherian J.Kottayil,  
Principal, MACFAST
- Vote of Thanks : Dr. Jenny Jacob  
Head, School of Biosciences



## REPORT

Resource Person- Mrs. Smitha Suraksha, CEO of Suraksha Group of Companies and Founder of Dyuti

Topic- Choose to Challenge

Date: 10-08-2021

Time: 11.00 am

Mar Athanasios College For Advanced Studies Thiruvalla in association with Women's Cell commemorated the International Women's Day on March 10, 2021 in the college auditorium at 11 am. Mrs. Smitha Suraksha, CEO of Suraksha Group of Companies and Founder of Dyuti was the chief guest for the day. She is a woman entrepreneur whose relentless efforts made Suraksha Services, the largest domestic and commercial stove suppliers and services in Kerala. Mrs. Smitha being a woman entrepreneur herself instilled in the students especially women, the spirit of self-motivation. She asked the students to not let any boundaries limit their dreams and to step out of their comfort zones. Students interacted with the chief guest and cleared their queries regarding the importance of start-up ventures and skills required for an entrepreneur. Prof. Varghese Abraham, Administrator of MACFAST presided over the program and he implored that women need to be respected and considered equal to men. Prof. Beena Cherian, Dean and Dr. Jenny Jacob, Head, School of Biosciences also addressed the gathering of around 200 students.

*phj*  
*Phjo. J. Cherian*

  
  
**Fr. D. CHERIAN J KOTTAYIL**  
PRINCIPAL  
Mar Athanasios College For Advanced Studies  
Thiruvalla- 689101, Kerala



**MACFAST WOMEN CELL IN ASSOCIATION WITH DDRC TIRUVALLA**

**Talk on**

## **Thyroid and Non-Communicable Diseases (NCD)**

Chief Guest-  
**Dr. Ajith Mohan Joseph**  
Asst. Surgeon,  
Community Health Centre, Vakathanam.

**Date : August 11, 2016**

**The camp offers facility for testing both Thyroid and Blood Sugar level.**



**macfastofficial**



**www.macfast.org**



# MACFAST WOMEN'S CELL ORGANIZES

Webinar on

## GENDER BIAS & STEREOTYPING, GENDER EQUALITY & WOMEN'S RIGHT

Date:

12-08-2020 (Wednesday)

Time :

02.30 pm - 03.30 pm



ADV. C. R. SINDHUMOL  
FORMER GOVT PLEADER,  
LEGAL ADVISOR IN ESI CORPORATION-  
OF INDIA



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA**

Accredited by NAAC with 'A' grade and Recognized by DSIR, Govt. of India

Listed in the National Institutional Ranking Framework (NIRF) 2020 Rank Band: 150-200

An ISO 9001:2015 Certified Institution

facebook/macfastofficial

www.macfast.org

macfast\_tiruvalla



MACFAST Women's Cell organizes

## Poster Design Competition

- » Poster size must not exceed 50cm x 90cm (Width x Height).
- » Maximum file size is 5MB.
- » All information (text, data, photos, figures etc.) must be designed to appear within one single window.
- » The theme **"Fight Against Dowry"** should be the main focus of the poster.
- » You can use any editing programs (word processor, publishing programs, photo editing programs etc.) to make posters.
- » E-Poster will be judged based on creativity, presentation and relevance to the theme.
- » Any participant found violating the rules and regulations will be disqualified from the competition.
- » Entries must be submitted on or before 20th December 2021, 5pm.
- » The competition is open only to MACFAST students.
- » Decision of the jury will be final

**Send your entries to [womencell@macfast.org](mailto:womencell@macfast.org)**



**MACFAST™**  
Igniting wisdom since 2001



macfastofficial



[www.macfast.org](http://www.macfast.org)





International  
Women's Day



**MACFAST**<sup>™</sup>  
Igniting wisdom since 2001



Chief Guest :  
**Smitha Suraksha**  
MD, Suraksha Group of Companies

**International Women's Day Celebrations 2021**

Organized by School of Biosciences  
In association with Women's Cell

**Theme for IWDC 2021: Choose To Challenge**

March 10, 2021 | 11.00 AM | College Auditorium



macfastofficial








www.macfast.org





Chief Guest :  
Smitha Suraksha  
MD, Suraksha Group of Companies

**International Women's Day Celebrations 2021**  
Organized by School of Biosciences  
in association with Women's Cell  
**Theme for IWDC 2021: Choose To Challenge**  
March 10, 2021 | 11.00 AM | College Auditorium

    macfastofficial  [www.macfast.org](http://www.macfast.org)





In Commemoration of International Day for Violence Against Women

MACFAST Women's Cell in collaboration with  
Internal Quality Assurance Cell MACFAST  
Organizes

**A talk on "Sexual Harassment  
of Women at Workplace"**  
(Prevention, Prohibition and Redressal)



**30<sup>th</sup> November 2021 | 02:00 PM | College Auditorium**



Resource Person:

**Dr. Rekha Raj**, Assistant Professor,  
School of Gandhian Thought and Development Studies,  
Mahatma Gandhi University, Kottayam



**MACFAST**<sup>TM</sup>  
Igniting wisdom since 2001



macfastofficial



www.macfast.org





MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALA  
(MACFAST)

Thiruvalla - 689101

**MACFAST**<sup>™</sup>  
Igniting wisdom since 2001

### MACFAST WOMEN'S CELL

In commemoration of International Day for Violence Against Women (November 25), MACFAST Women's Cell and the Internal Quality Assurance Cell of MACFAST is jointly organizing, A talk on "Sexual Harassment of Women at Workplace (Prevention, prohibition, and redressal) on 30th November 2021 at 2 pm in the MACFAST college auditorium. Dr. Rekha Raj, Assistant Professor, School of Gandhian Thought and Development Studies, Mahatma Gandhi University, Kottayam will be the resource person for the event.

#### Brochure


In Commemoration of International Day for Violence Against Women

MACFAST Women's Cell in collaboration with  
Internal Quality Assurance Cell MACFAST  
Organizes

**A talk on "Sexual Harassment  
of Women at Workplace"**  
(Prevention, Prohibition and Redressal)

30<sup>th</sup> November 2021 | 02:00 PM | College Auditorium

Resource Person:  
**Dr. Rekha Raj**, Assistant Professor,  
School of Gandhian Thought and Development Studies,  
Mahatma Gandhi University, Kottayam



**MACFAST**<sup>™</sup>  
Igniting wisdom since 2001



macfastofficial



www.macfast.org





## Speaker Profile

Dr Rekha is a gender scholar, writer, and social activist. She has worked with several research and development agencies. She has a PhD in philosophy entitled "Politics of Gender and Dalit Identity: Representation of Dalit Women in Contemporary Dalit Speeches in Kerala". Prior to joining School of Gandhian Thoughts and Development Studies, she was the Women's Rights Project Manager at Amnesty International India. She has been an intellectual and public scholar for over 10 years and has lectured at prestigious institutions in India such as Christ University, HCU, TISS, etc. She gave more than 50 public talks on issues of development, gender, human rights and Dalit. She has worked as a consultant to a number of development and human rights organizations.

She wrote a book entitled 'Dalit SthreeIdapedalukal' in 2015 and it is translated to Tamil in 2017. She edited a special issue of the magazine 'Dalit Women' in 2013. She has written many articles in academic and vernacular journals. She also writes stories and scripts. Her academic interests extend to gender, sexuality development studies, cultural studies, Dalit studies Ambedkarite, and subaltern studies.

Dr Rekha has extensive experience in grassroots organization, women's empowerment programs, gender training and policy development. She has organized seminars and workshops on a range of human rights issues.

Her current areas of expertise include Intersectional feminist praxis, Campaigning on Labor rights, Campaigning on Human rights-related issues, Healing workshops for survivors of sexual violence, Project development, and

proposal writing Monitoring and evaluation of programs and projects, Training on research methodology, Gender planning, budgeting and auditing, Community development training, Trainor in gender and development Organization development, Rural management, Sexuality training, Organizational networking Community crisis management.

## Programme Schedule

Date: 30<sup>th</sup> November 2021

Venue: Auditorium





---

❖ 2:00 pm - Prayer song

- ❖ 2.05 pm - Welcome Address
- ❖ 2:10 pm - Speaker Introduction
- ❖ 2:15 pm - **Talk on 'Sexual Harassment of Women at Workplace'**  
**(Prevention, Prohibition and Redressal)**

**Resource person: Dr. Rekha Raj**

Assistant Professor

School of Gandhian Thought and Development Studies

Mahatma Gandhi University, Kottayam

- ❖ 3:30pm - Interactive Session
- ❖ 4:00pm - Vote of Thanks
- ❖ 4:05pm - National Anthem

## Report

Dr. Rekha addressed the following matters in her talk. Nearly 1 in 3 women have been abused in their lifetime. Preventing and responding to violence against women is a human rights, gender equality and public health priority. In every country and culture, more action is needed to ensure women in all their diversity live a life free of violence and coercion.. A new report from UN Women, based on data from 13 countries since the pandemic, shows that 2 in 3 women reported that they or a woman they know experienced some form of violence and are more likely to face food insecurity. Only 1 in 10 women said that victims would go to the police for help. To raise awareness, this year's theme is "Orange the World: End Violence against Women Now!". Orange is our color to represent a brighter future free of violence against women and girls. Be part of the orange movement!

## Photos





**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALA  
(MACFAST)**

**Thiruvalla - 689101**

**MACFAST**

Igniting wisdom since 2001



Thiruvalla, Kerala, India  
9HFM+JG, Thiruvalla, Kerala 689101, India  
Lat 9.372968°  
Long 76.5847°  
30/11/21 03:46 PM



Thiruvalla, Kerala, India  
9HFM+JG, Thiruvalla, Kerala 689101, India  
Lat 9.373026°  
Long 76.584658°  
30/11/21 03:47 PM





MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALA  
(MACFAST)  
Thiruvalla - 689101

**MACFAST**  
Igniting wisdom since 2001



Phyo

Phyo. J. Cherikal



# INTERNATIONAL DAY FOR VIOLENCE AGAINST WOMEN

## Program Schedule

- ❖ 2:00 pm - Prayer song
- ❖ 2.05 pm - Welcome Address
- ❖ 2:10 pm - Speaker Introduction
- ❖ 2:15 pm - **Talk on 'Sexual Harassment of Women at Workplace'**  
**(Prevention, Prohibition and Redressal)**  
**Resource person: Dr. Rekha Raj**  
Assistant Professor  
School of Gandhian Thought and Development Studies  
Mahatma Gandhi University, Kottayam
- ❖ 3:30pm - Interactive Session
- ❖ 4:00pm - Vote of Thanks
- ❖ 4:05pm - National Anthem

**A talk on Sexual Harassment of Women at Workplace (Prevention, prohibition and redressal) (30/11/2021)**

Dr Rekha is a gender scholar, writer, and social activist. She has worked with several research and development agencies. She has a PhD in philosophy entitled "Politics of Gender and Dalit Identity: Representation of Dalit Women in Contemporary Dalit Speeches in Kerala". Prior to joining School of Gandhian Thoughts and Development Studies, she was the Women's Rights Project Manager at Amnesty International India. She has been an intellectual and public scholar for over 10 years and has lectured at prestigious institutions in India such as Christ University, HCU, TISS, etc. She gave more than 50 public talks on issues of development, gender, human rights and Dalit. She has worked as a consultant to a number of development and human rights organizations. She wrote a book entitled 'Dalit Sthreedapadalukal' in 2015 and it is translated to Tamil in 2017. She edited a special issue of the magazine 'Dalit Women' in 2013. She has written many articles in academic and vernacular journals. She also writes stories and scripts. Her academic interests extend to gender, sexuality development studies, cultural studies, Dalit studies Ambedkarite, and subaltern studies.

Dr Rekha has extensive experience in grassroots organization, women's empowerment programs, gender training and policy development. She has organized seminars and workshops on a range of human rights issues.

Her current areas of expertise include Intersectional feminist praxis, Campaigning on Labor rights, Campaigning on Human rights-related issues, Healing workshops for survivors of sexual violence, Project development, and proposal writing Monitoring and evaluation of programs and projects, Training on research methodology, Gender planning, budgeting and auditing, Community development training, Trainor in gender and development Organization development, Rural management, Sexuality training, Organizational networking Community crisis management.





MACAFST WOMEN'S CELL

SESSION ON "SEXUAL HARASSMENT OF WOMEN AT WORKPLACE"

Date: 30<sup>th</sup> November 2021

Time : 2.00pm to 4.00pm

Participants List

Sl No	Name of the Student	Signature
1	Vana Victor	
2	AKHILLA S	
3	Lakshmi Priya	
4	Sreethu JS	
5	Konchitha Daisy Renjan	
6	Sayana P. Abraham	
7	Swati Nair	
8	Krishnuni C.P	
9	Gayathri Prasobhi	
10	Aparna Rajan	
11	Aradhy R. Nair	
12	Swapna T.K	
13	Shwetha MA	
14	Karthika C	
15	Lija V. Chandran	
16	Kalana Shajahan	
17	Anchu K	
18	Swabhaya somen	
19	Parvathy	
20	Sreedekshmi R. Nair	
21	Dona	
22	Drisya Sothoib	
23	Salma	
24	Vindhya J	
25	Neha	
26	Rhoda Nony S	
27	Savitimol S	
28	Shesin Stanley	
29	Ansa Alphonsa Shaji	
30	Jain George	
31	Ansa P.A	
32	Aalya Baban	
33	Lakshmi priya P	
34	Angali Santhosh	
35	Vrupama M.S.	





MACAFST WOMEN'S CELL

SESSION ON "SEXUAL HARASSMENT OF WOMEN AT WORKPLACE"

Date: 30<sup>th</sup> November 2021

Time : 2.00pm to 4.00pm

Participants List

Sl No	Name of the Student	Signature
36	Suresh Mary Thomas	
37	Amalendu R	
38	Namitha Hasmim Motty	
39	Abhirami R Kumar J	
40	Si Pa Nasayanan Kuthy	
41	Seekunthya C	
42	Abi. V	
43	ATHIRD A K	
44	RAKHI REGHUNATH	
45	GOPIKA ARUN	
46	Haritha B	
47	Sreedekshmy V R	
48	Anjal Selvakumar	
49	Adarsh Anri	
50	Akshay Mohan	
51	AMAL SALEEM	
52	NIKHIL C PILLAI	
53	JIBIN JOY	
54	K-AMARNATH VARMA	
55	Athul Vaskey Eaper	
56	Stalin T.S	
57	SARINI P.V	
58	Jany Ahamma Jan	
59	Stephy M. John	
60	Utkalini Prakash	
61	Abirathy D	
62	Amrutha V Nair	
63	Alvin Sunny Varghese	
64	Geeethi Dilip	
65	Sweetha Ramesh	
66	Rini Sajee	
67	Rini C R	
68	Blessy Benny	
69	Nivyaja Vinod	
70	Anusree Rajendran	



MACAFST WOMEN'S CELL

SESSION ON "SEXUAL HARASSMENT OF WOMEN AT WORKPLACE"

Date: 30<sup>th</sup> November 2021

Time : 2.00pm to 4.00pm

Participants List

Sl No	Name of the Student	Signature
71	Shan Elsa James	Shan
72	Akhila Afeyan	Akhila
73	Aleena Varghese	Aleena
74	Sreelekshmi A	Sreelekshmi
75	Arya S	Arya
76	Ashley Shaji	Ashley
77	Achamma N. Thangalathi	Achamma
78	Melvir Thomas Roy	Melvir
79	Krishnapriya R Pillai	Krishnapriya
80	Ajuna S	Ajuna
81	Christina Shaji	Christina
82	Lijo K Jose	Lijo
83	Rustin Jog Mathew	Rustin
84	Achana	Achana
85	Jishy Sebastian	Jishy
86	Gopu Pradeep	Gopu
87	Jerin M John	Jerin
88	Muhammed Siran	Muhammed
89	Ananda K	Ananda
90	Justin K Jose	Justin
91	Sagar Sathesh	Sagar
92	Leon Vaughete Abida	Leon
93	Akhil Gopakumar	Akhil
94	Robin Samuel Roy	Robin
95	Elbin Joseph	Elbin
96	George Abasham	George
97	Nandhu Rajeev	Nandhu
98	Visak S	Visak
99	Jeffrey Joy	Jeffrey
100	Marteena Joseph	Marteena
101	Liji Lalachen	Liji
102	Blessy Susan T	Blessy
103	Ann Maria Joy	Ann Maria
104	Abhijeet Seraphin Pereira	Abhijeet
105	Smrithi Chandrasekharan	Smrithi





MACAFST WOMEN'S CELL

SESSION ON "SEXUAL HARASSMENT OF WOMEN AT WORKPLACE"

Date: 30<sup>th</sup> November 2021

Time : 2.00pm to 4.00pm

Participants List

SI No	Name of the Student	Signature
106	Merrayo Ann Samuel	Merrayo
107	Ardile Easow John	Ardile
108	Sanu Pathyan	Sanu
109	TINSMON THOMAS	Tinsmon
110	ALAN ANTONY	Alan
111	Jebin Jacob	Jebin
112	Nithin Mathew	Nithin
113	Neelhu T. Thankalban	Neelhu
<del>110</del> 114	Megha. S	Megha
115	Nisa Niran	Nisa
116	Sneha Suresh	Sneha
117	Rehms.B	Rehms
118	Soni Joseph	Soni
119	Aswathy Jagannath	Aswathy
120	Dana. S	Dana
121	Rema Ann George	Rema
122	Sreelhi Sreedhar	Sreelhi
123	Joni Johnson	Joni
124	Adithya Banker	Adithya
125	Saumya S Varughese	Saumya
126	Godly Elizabeth George	Godly
127	Alma Anil	Alma
128	NIKHIL A NAIR	Nikhil
129	RISHANA KIBAL	Rishana
130	SONY SEBASTIAN	Sony
131	GEETHU S	Geethu
132	Sreeja Saji	Sreeja
133	Medhini P J	Medhini
134	Ashli. P. Hanna	Ashli
135	Shikha nwl	Shikha
136	Annas Maria Thomas	Annas
137	Amrutha Sunil	Amrutha
138	Rehna Reshu	Rehna
139	Athira Rachel Vayhura	Athira
140	Aleena babu	Aleena





MACAFST WOMEN'S CELL

SESSION ON "SEXUAL HARASSMENT OF WOMEN AT WORKPLACE"

Date: 30<sup>th</sup> November 2021

Time : 2.00pm to 4.00pm

Participants List

SI No	Name of the Student	Signature
141	Siju S	[Signature]
142	Elvia Eldho	[Signature]
143	Abhishek T.M	[Signature]
144	Shyamji K	[Signature]
145	Mohammed Bilal	[Signature]
146	Alben T Mathew	[Signature]
147	Amal Mathew	[Signature]
148	Justin Abraham Raji	[Signature]
149	Bindhya B	[Signature]
150	Josy Jose	[Signature]
151	Fathima hulu	[Signature]
152	Subahana Hussain	[Signature]
153	Saranya Dev.O	[Signature]
154	Sonal Elsa Jose	[Signature]
155	Rwi Bijo	[Signature]
156	Pooja S. Dev	[Signature]
157	Annamma George	[Signature]
158	Adhithya P. shaji	[Signature]
159	Maneesha Mohanan	[Signature]
160	Lakshmi P.R	[Signature]
161	Arathykrishnan.R	[Signature]
162	Lexy sara Liju	[Signature]
163	Hazel Nazia sani	[Signature]
164	Elna Mary Yesudas	[Signature]
165	Angel Justin	[Signature]
166	Abha R	[Signature]
167	Granga Manoj	[Signature]
168	Attulya Manikulan	[Signature]
169	Keshmi Ketheesh	[Signature]
170	Shubina Shukroo	[Signature]
171	Aysha Riyana	[Signature]
172	Immanuel Jacob	[Signature]
173	Lakshmi Priya A. Nair	[Signature]
174	Anupama T.T	[Signature]
175	Crayathri E.P	[Signature]

Minutes of the MACEAST Women cell, meeting dated  
25<sup>th</sup> February, 2016

Time: 10:00 am

Venue: - Principal office

Members Present

1. Fr. Pradeep Vazhakkalamelgil
2. Mrs. Phys. J. Cherukul
3. Mrs. Mahila Deep
4. Ms. Beena Chavan
5. Ms. Fatimat Joseph
6. Ms. Nazal
7. Ms. Anjale Freese
8. Ms. Anu Rani
9. Ms. Aleekha Varghese
10. Ms. Anishe Mathew
11. Ms. Ronak Sebastian
12. Mr. Rincy Johnan
13. Ms. Athira - P.A

*[Handwritten signatures and notes on the right side of the page, including a list of names and some illegible scribbles.]*

The meeting commenced with silent prayer at 10am. Principal addressed the meeting & secretary presented the minutes of the previous meeting.

Agenda

women's day celebration of the year 2016.

Discussions & Decisions

- 1) The meeting discussed in detail about the scope of conducting a talk on "gender equality" as part of the women's day celebration at the college.
- 2) Assigned Mrs. Phys. J. Cherukul, to schedule the program



need to be conducted.

The meeting came to close at 11:00 pm.



7

Minutes of the meeting MACEASS women cell meeting  
dated 11th March, 2016.

Time: 2pm

venue: Principal office

Members Present

1. Fr. Pradeep Vazle Kareemolegi
2. Mrs. Phyo J. chuckal
3. Mrs. Mahila Deep
4. Mrs. Deena chian
5. Mrs. Katurmol Joseph
6. Ms. Gopal
7. Ms. Anjale Tresa
8. Ms. Ann Rani
9. Ms. Aletha sahana
10. Ms. Anisla Mathew
11. Ms. Ronak Sebastian
12. Ms. Rincy Tolera
13. Ms. Aksha P.A

*Handwritten notes and signatures:*  
Chy  
7773177777  
↓  
D. G.  
Gopal  
Anisla  
Anisla  
Neetha  
Sita  
Rincy  
Rincy  
Aksha

The meeting commenced with silent prayer at 2:00pm. Principal addressed the meeting & secretary presented the minutes of the previous meeting.

Agenda

- 1) Women's day celebration of the year 2016.

Discussions & Decisions

- 1) The meeting discussed in detail about the action plan taken to celebrate the women's day.
- 2) Mrs. Phyo J. chuckal mentioned about the following programmes planned.

9

• Mr. A. Nazam, DCP, Patheenthala, agreed as the chief guest for the programme

• Mr. Nazam ready to take a session on the topic "Gender awareness & equality" for the participants.

The meeting came to close at 3:30 pm.

# Minutes of the meeting dated 27<sup>th</sup> sep 2016

Time: 2:30pm

Venue: Principal office

## Members Present

1. Fr. Pradeep vezla tharamelagil
2. Mrs. Phyo - J. chuckal
3. Mrs. Mahesh Debes
4. Mrs. Beena chorian
5. Mrs. Tintured Joseph
6. Ms. Grazal
7. Ms. Anjitha Tresa
8. Mrs. Anne Lea
9. Ms. Shetha Jangher
10. Ms. Anisha Mathew
11. Ms. Ronak Sebastian
12. Ms. Rincy Toheran
13. Ms. Athira P.A.

~~Pradeep~~  
~~Phyo~~  
~~Mahesh~~  
~~Beena~~  
~~Tintured~~  
~~Grazal~~  
~~Anjitha~~  
~~Anne~~  
~~Shetha~~  
~~Anisha~~  
~~Ronak~~  
~~Rincy~~  
~~Athira~~

The meeting commenced with silent prayer at 2:30pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

## Agenda

1. Self defence training programme

## Discussions & Decisions

1. Principal suggested the need of organizing a self defence training programme for the girl students.
2. The women members discussed about the various possibilities to conduct a defence training program in association with police dept.  
The meeting came to an end at 3:30pm.



## Minutes of the women cell meeting dated 2<sup>nd</sup> Nov. 2016

Time: 3:30pm

venue: - Principal's office

### Members Present

1. Fr. Pradeep Sazle Kerevelayil
2. Mrs. Phip- S. Chackal
3. Mrs. Mahtha Deep
4. Mrs. Beena Chelian
5. Mrs. Tentamol Joseph
6. Ms. Grazal
7. Ms. Anjitha These
8. Ms. Anu Rami
9. Ms. Heetha Sarghun
10. Ms. Anushe Mathew
11. Ms. Rosek Sebastian
12. Ms. Kincy Hohenan
13. Ms. Athira P.A

~~Fr. Pradeep~~  
~~Chp~~  
~~PPPPPPPPPP~~  
~~DD~~  
 Grazal  
 Anjitha  
 Anushe  
 Heetha  
 Rosek  
 Kincy  
 Athira

The meeting commenced with a brief prayer at 2:30pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

### Agenda

1. Conduct of self defence training programme

### Discussions & Decisions

1. Ms. Tentamol Joseph informed the committee members that a four days self defence training programme is scheduled in association with Samangthai Sthree Swaksha Padhak.
2. The programme is scheduled to conduct on 14<sup>th</sup> to 18<sup>th</sup> of November 2016.  
 The meeting came to close at 4:30pm.

Minutes of the MACFAST women cell meeting dated  
24<sup>th</sup> November 2016.

Time: 3:30pm

Venue: - Principal office

Members present

1. Fr. Pradeep Sazhatharamelagil
2. Mrs. Phys. S. Chackal
3. Mrs. Mahtha Deep
4. Mrs. Beena Cheran
5. Mrs. Tentamol Joseph
6. Ms. Hazel
7. Ms. Anjitha Tresa
8. Ms. Anne Reni
9. Ms. Neethu Sarghen
10. Ms. Anisha Mathew
11. Ms. Ronak Sebastian
12. Ms. Rincy Toheran
13. Ms. Athira P.A

*[Handwritten signatures and initials on the right side of the page, including names like Anisha, Neethu, Rincy, and Athira.]*

The meeting commenced with silent prayer at 4pm. Principal, ~~regg~~ addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda

1. Self defence training programme

Discussions & Decisions

1. Principal congratulated the committee members for the successful conduct of the self defence training programme and mentioned the importance of conducting such programmes in future.

The meeting came to a close at 4:30pm.

Minutes of the MACFAST Women Cell meeting dated  
2<sup>nd</sup> August, 2016

Time : 02:30pm

Venue : Principal Office

Members Present

1. Fr. Pradeep Vazhathasamalayil
2. Mrs. Phijo J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintunol Joseph
6. Ms. Anjitha Treesa
7. Ms. Anu Rani
8. Ms. Neethu Vasghese
9. Ms. Ann Susan Alexander
10. Ms. Anuja Elizabeth
11. Ms. Athira V.M

*[Handwritten signatures and initials]*  
 Fr. Pradeep  
 Phijo  
 Mahitha  
 Beena  
 Tintunol  
 Anjitha  
 Anu Rani  
 Neethu  
 Ann  
 Anuja  
 Athira

The meeting commenced with silent prayer at 4:00 pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda :

1. Medical Camp

Discussions & Decisions :

1. Committee members proposed to organize a medical camp for testing thyroid and blood sugar.
2. Committee members suggested to conduct this medical camp at a moderate fees in association with medical laboratories in Tiruvalla.
3. Principal appointed Ms. Mahitha Dileep to check the possibility of the medical camp.

The meeting came to a close at 4:30 pm.



Minutes of the MACFAST Women cell meeting dated  
5<sup>th</sup> August, 2016

Time : 11:30am

Venue : Principal Office

Members Present

1. Fr. Pradeep Vazhathazamsalayi
2. Mrs. Phijo J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Ms. Anjitha Treasa
7. Ms. Anu Rani
8. Ms. Neethu Varghese
9. Ms. Ann Susan Alexander
10. Ms. Anuja Elizabeth
11. Ms. Athira V.M.

*Fr. Pradeep*  
*Phijo*  
*Mahitha*  
*Beena*  
*Tintumol*  
*Anjitha*  
*Anu*  
*Neethu*  
*Ann*  
*Anuja*  
*Athira*

The meeting commenced with silent prayer at 4:00pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda:

1. Medical camp

Discussions & Decisions:

1. Women cell secretary Mrs. Mahitha confirmed the medical camp can conduct on 11<sup>th</sup> of this month in association with DDRC, Tiruvalla.
2. Test fee per head is fixed at Rs. 50/-
3. Secretary also informed that a talk is also arranged as part of this medical camp by Dr. Ajith Joseph, Asst Surgeon, community health

centre Vakathanam

The meeting came to a close at 4.30 pm.

Minutes of the MACFAST Women cell meeting dated  
29th September, 2016

Time : 11.30 am

Venue: Principal Office

Members Present

1. Fr Pradeep Vazhathasamalayi
2. Mrs. Phijo J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Ms. Anjitha Treesa
7. Ms. Anu Rani
8. Ms. Neethu Varghese
9. Ms. Ann Susan Alexander
10. Ms. Anuja Elizebath
11. Ms. Athira V. M

~~Fr Pradeep~~  
Phijo  
22257172717  
↓  
Anjitha  
Anudab:  
Neethu  
Ann  
Anuja  
Athira

The meeting commenced with silent prayer at 11.30 am. Principal addressed the meeting and secretary, presented the minutes of the previous meeting.

Agenda

1. To evaluate the medical camp

Discussions & Decisions:

1. Women cell secretary Mrs. Mahitha presented a report about the medical camp conducted last month
2. As per the report almost all macfastians make use the facility of medical camp.
3. Principal congratulated each and everyone who



were behind the successful conduct of the medical camp.

The meeting came to a close at 12:30 pm

# Minutes of the MACEAST Women Cell meeting dated 12<sup>th</sup> January, 2017

Time : 11:30 am

Venue : Principal Office

## Members Present

1. Fr. Pradeep Vazhatharasamalayil
2. Mrs. Phijo J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Lintumol Joseph
6. Ms. Anjitha Treesa
7. Ms. Anu Rani
8. Ms. Neethu Varghese
9. Ms. Ann Susan Alexander
10. ~~A~~ Ms. Anuja Elizabeth
11. Ms. Athira V. M

~~Fr. Pradeep~~  
 HLP  
 2259117919  
 ↓  
 DA  
 Anitha  
 Anishat  
 Neethu  
 Anu  
 Anuja  
 Athira

The meeting commenced with silent prayer at 11:30 am. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

## Agenda:

1. Regarding dress code of girl students in college.

## Discussions & Decisions

1. Principal urged committee members to ensure decent dress code in college campus especially on Wednesday.
  2. Committee members suggested this matter can be addressed by informing the HoD's of each department who can further communicate to the faculty members regarding this.
- The meeting came to a close at 12:30 pm.

# Minutes of the MACFAST Women Cell Meeting dated 1<sup>st</sup> March, 2017

Time : 11:30 pm

Venue : Principal Office

## Members Present

1. Fr. Pradeep Vayatharasamalayil
2. Mrs. Phijo J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Ms. Anjitha Treesa
7. Ms. Anu Rani
8. Ms. Neethu Varghese
9. Ms. Ann Susan Alexander
10. Ms. Anuja Elizabeth
11. Ms. Athira V.M.

*[Handwritten signatures and initials]*  
 Mrs. Phijo J. Cherickal  
 Mrs. Mahitha Dileep  
 Mrs. Beena Cherian  
 Mrs. Tintumol Joseph  
 Ms. Anjitha Treesa  
 Ms. Anu Rani  
 Ms. Neethu Varghese  
 Ms. Ann Susan Alexander  
 Ms. Anuja Elizabeth  
 Ms. Athira V.M.

The meeting commenced with silent prayer at 11:30 am. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

## Agenda:

1. Women's day celebration

## Discussions & Decisions:

1. To commemorate this year's international women's day on March 8<sup>th</sup>, the committee decided to conduct a theme based programme.
2. The proposed theme is "Gender Equality".
3. Each department can present programs based on this theme.

The meeting came to a close at 12:30 pm.



# Minutes of the MACFAST Women Cell Meeting dated 11<sup>th</sup> July, 2017

Time: 02:30pm

Venue: Principal Office

## Members Present

1. Fr. Pradeep Vazhatharasamalayil
2. Mrs. Phijo J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Ms. Gazal
7. Ms. Anjitha Treesa
8. Ms. Anu Rani
9. Ms. Neethu Varghese
10. Ms. Ann Susan Alexander
11. Ms. Anuja Elizabeth
12. Ms. Athira V.M

~~Fr. Pradeep~~  
~~Mrs. Phijo~~  
~~Mrs. Mahitha~~  
~~Mrs. Beena~~  
~~Mrs. Tintumol~~  
~~Ms. Gazal~~  
~~Ms. Anjitha~~  
~~Ms. Anu Rani~~  
~~Ms. Neethu~~  
~~Ms. Ann Susan~~  
~~Ms. Anuja~~  
~~Ms. Athira~~

The meeting commenced with silent prayer at 02:30pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

## Agenda

1. Address issues regarding waste proposal

## Discussions & Decisions:

1. The meeting discussed in detail about the sanitary napkin disposal issues by the girl students.
2. Principal insisted all women's cell committee

members to inform the girl students to dispose the napkins in the proper place allotted.

The meeting came to a close at 03.30 pm.

# Minutes of the MACFAST Women Cell meeting dated 9<sup>th</sup> February, 2018

Time: 02:30 pm

Venue: Principal Office

## Members Present

1. Mrs. Phijo J. Cherickal
2. Mrs. Mahitha Dileep
3. Mrs. Beena Cherian
4. Mrs. Tintumol Joseph
5. Ms. Grazal
6. Ms. Abi A
7. Ms. Thushara S
8. Ms. Neethu Varghese
9. Ms. Ann Susan Alexander
10. Ms. Sheeba Kuriakose
11. Ms. Athira P

The meeting commenced with silent prayer at 2:30pm. President addressed the meeting and secretary presented the minutes of the previous meeting.

## Agenda:

1. Women's Camp

## Discussions & Decisions:

1. Mrs. Phijo J. Cherickal informed that MG university union members approached to conduct a one day women's camp by associating our women cell.
2. The committee agreed this proposal and assigned Mrs. Phijo J. Cherickal as the coordinator of this programme.

The meeting came to a close at 3:30pm.





on the topic "Women Empowerment" is also conducting.  
The meeting came to a close at 03:30 pm.

Minutes of the MACFAST Women cell meeting dated  
23<sup>rd</sup> March, 2018

Time : 02:30pm

Venue : Principal Office

Members Present

1. Mr. Suresh P Varghese
2. Mrs. Phijo J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Ms. Grazal
7. Ms. Abi A
8. Ms. Thushara S
9. Ms. Neetha Varghese
10. Ms. Ann Susan Alexander
11. Ms. Sheeba Kuriakose
12. Ms. Athira P.

For  
MPJ/2018  
Phijo  
Beena  
Grazal  
Abi  
Thushara  
Neetha  
Ann  
Sheeba  
Athira

The meeting commenced with silent prayer at 2:30 pm. Deputy Director addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda:

1. Evaluation of Women's Camp

Discussions & Decisions :

1. The programme coordinator informed the committee about the success of the one day women's camp programme.
2. Around 150 participants from various colleges under M.G. University participated in the programme.
3. The programme coordinator thanked everyone for the support.

The meeting came to a close at 3:30 pm.



Minutes of the MACFAST Women cell meeting dated 23<sup>rd</sup> June, 2018

Time : 2.30pm

Venue : Principal Office

Members Present

1. Mrs. Phijo J Cherickal
2. Mrs. Mabitha Dileep
3. Mrs. Beena Cherian
4. Mrs. Tintumol Joseph
5. Ms. Gazal
6. Ms. Abi A
7. Ms. Thushara S
8. Ms. Neethu Varghese
9. Ms. Ann Susan Alexander
10. Ms. Sheeba Kuziakose
11. Ms. Athira P

Mrs. Phijo J Cherickal  
 ↓  
Mabitha Dileep  
 ↓  
Beena Cherian  
 ↓  
Tintumol Joseph  
 ↓  
Gazal  
 ↓  
Abi A  
 ↓  
Thushara S  
 ↓  
Neethu Varghese  
 ↓  
Ann Susan Alexander  
 ↓  
Sheeba Kuziakose  
 ↓  
Athira P

The meeting commenced with silent prayers at 2.30pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda:

1. Discussion on building a house for MACFAST staff members.

Discussions & Decisions:

1. The committee decided to construct a house for our staff member who is a widow and financially backward.
2. Members suggested raising money from different sources especially from the staff and students.
3. Committee suggested involving MACFAST NSS and Rays of Love members into this project.

The meeting came to a close at 3.30 pm.

Minutes of the MACFAST Women cell meeting dated  
23<sup>rd</sup> July, 2018

Time : 3:00pm

Venue : Principal Office

Members Present

1. Fr. Dr. Cherian J Kottayil
2. Mrs. Phijo J. Cherickal
3. Mrs. Mabitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Mrs. Ranjini Mariam Philipose
7. Mrs. Preetha G. Paricker
8. Ms. Gazal
9. Ms. Abi A
10. Ms. Thushara S
11. Ms. Jaice Monachen
12. Ms. Siji Sebastian
13. Ms. Sheeba Kuriakose
14. Ms. Athira P.A

Principal  
23/7/18  
Mabitha  
↓  
Ranjini  
Preetha  
Gazal  
Abi  
Thushara  
Jaice  
Siji  
Sheeba  
Athira

The meeting commenced with silent prayer at 3:00pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda:

1. Discussion on building a house for MACFAST staff members.

Discussions & Decisions:

1. The committee decided to construct a house for our staff member who is a widow and financially backward.

2. Members suggested raising money from different sources especially from the staff and students.
3. Committee suggested involving MACFAST NSS and Rays of Love members into this project.

The meeting came to a close at 3.30 pm.





2. Committee decided to address the girl students immediately and convince them about the consequences of this.
3. Committee suggested conducting awareness programs in this regard.

The meeting came to a close at 3:30 pm.





3. Principal insisted all women's cell committee members to inform the girl students to dispose the napkins in the proper place allotted.

The meeting came to a close at 3.30 pm.

Minutes of the MACFAST Women cell meeting  
dated 23<sup>rd</sup> May, 2019

Time: 02:30pm

Venue: Principal Office

Members Present

1. Fr. Dr. Cherian J Kottayil
2. Mrs. Phijo. J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Mrs. Ranjini Mariam Philipose
7. Mrs. Preetha. G. Panicker
8. Ms. Sreechithra
9. Ms. Abi A
10. Ms. Thushara S
11. Ms. Ashna Rajan
12. Ms. Anaina Varghese
13. Ms. Athira P.A

~~Signature~~  
 23/05/2019  
 ↓  
 P.A.  
 Ranjini  
 Preetha  
 Sreechithra  
 Abi  
 Thushara  
 Ashna R  
 Anaina  
 Athira

The meeting commenced with silent prayer at 2:30pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda:

1. Awareness programme

Discussions & Decisions:

1. The meeting discussed in detail about the possibility of conducting a seminar session on laws for women in India.
2. Mrs. Tintumol Joseph is appointed as the convener of the programme.

The meeting came to a close at 3:30 pm.

Minutes of the MACEAST Women Cell meeting dated  
19<sup>th</sup> November, 2019

Time: 03.30 pm

Venue: Principal Office

Members Present

1. Fr. Dr. Cherian J Kottayil
2. Mrs. Phijo J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Mrs. Ranjini Mariam Philipose
7. Mrs. Preetha G. Paricker
8. Ms. Sreechithra
9. Ms. Abi A
10. Ms. Thushara S
11. Ms. Ashna Rajan
12. Ms. Anaina Varghese
13. Ms. Athira P.A

Principal  
 Mrs. Phijo J. Cherickal  
 Mrs. Mahitha Dileep  
 Mrs. Beena Cherian  
 Mrs. Tintumol Joseph  
 Mrs. Ranjini Mariam Philipose  
 Mrs. Preetha G. Paricker  
 Ms. Sreechithra  
 Ms. Abi A  
 Ms. Thushara S  
 Ms. Ashna Rajan  
 Ms. Anaina Varghese  
 Ms. Athira P.A

The meeting commenced with silent prayer at 2:30 pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda:

1. Address issues after the flood.

Discussions & Decisions:

1. The meeting discussed in detail about the issues of the students after the flood.
2. The committee decided to address each classes to enquire about the difficulties faced by them during



the flood.

3. Each department is requested to implement this through the faculty and the class teacher can consolidate the report.

The meeting came to a close at 4.30 pm.

Minutes of the MACEAST Women Cell meeting  
dated 14<sup>th</sup> February, 2020

Time: 02:30 pm

Venue: Principal Office

Members Present

1. Fr. Dr. Cherian J. Kottayil
2. Mrs. Phijo J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Mrs. Ranjini Mariam Philipose
7. Mrs. Preetha G. Panicker
8. Ms. Sreechithra
9. Ms. Abi A
10. Ms. Thushara S
11. Ms. Ashna Rajan
12. Ms. Anaina Varghese
13. Ms. Athira P.A

*[Handwritten signatures and initials corresponding to the list of members present]*

The meeting commenced with silent prayer at 2:30 pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda:

1. International Women's Day Celebration

Discussions & Decisions

1. The meeting discussed in detail about the programmes need to be ~~calculate~~ conducted as part of this year's women's day celebration.

2. The programme is scheduled on 9<sup>th</sup> March 2020 (Monday)
3. The committee appointed Mrs. Phijo J. Cherickal & Mrs. Mahitha Dileep as the conveners.

The meeting came to a close at 3.30 pm.



Minutes of the MACFAST Women Cell meeting  
dated 2<sup>nd</sup> March, 2020

Time: 2:30 pm

Venue: Principal Office

Members Present

1. Fr. Dr. Cherian J Kottayil
2. Mrs. Phijo J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Mrs. Ranjini Mariam Philipose
7. Mrs. Preetha G. Panicker
8. Ms. Sreechithra
9. Ms. Abi A
10. Ms. Thushara S
11. Ms. Ashna Rajan
12. Ms. Anaina Varghese
13. Ms. Athira P.A

~~Signature~~  
 Mrs. Phijo J. Cherickal  
 Mrs. Mahitha Dileep  
 Mrs. Beena Cherian  
 Mrs. Tintumol Joseph  
 Mrs. Ranjini Mariam Philipose  
 Mrs. Preetha G. Panicker  
 Ms. Sreechithra  
 Ms. Abi A  
 Ms. Thushara S  
 Ms. Ashna Rajan  
 Ms. Anaina Varghese  
 Ms. Athira P.A

The meeting commenced with silent prayer at 2:30 pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda:

1. International Women's Day Celebration

Discussions & Decisions:

1. The conveners presented the schedule of programmes arranged as part of International Women's Day celebration on 9<sup>th</sup> March 2020.

2. Dr. Aji C Paricker, Syndicate member, MG University will be the resource person and she is ready to handle a two hour session for the students.
3. Dr. Aji C. Paricker is agreed to arrive by 11 am and can start the session by 11.30 am.

The meeting came to a close at 3.30 pm.

Minutes of the MACEAST Women cell meeting  
dated 7th March, 2020

Time : 2.30pm

Zoom Platform

Members Present

1. Fr. Dr. Cherian J. Kottayil
2. Mrs. Phijo J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Mrs. Ranjini Mariam Philipose
7. Mrs. Preetha G. Parickes
8. Ms. Sreechithra
9. Ms. Abi A
10. Ms. Thushara S
11. Ms. Ashna Rajan
12. Ms. Anaina Varghese

~~Signature~~  
 Mrs. Mahitha Dileep  
 Mrs. Beena Cherian  
 Mrs. Tintumol Joseph  
 Mrs. Ranjini Mariam Philipose  
 Mrs. Preetha G. Parickes  
 Ms. Sreechithra  
 Ms. Abi A  
 Ms. Thushara S  
 Ms. Ashna Rajan  
 Ms. Anaina Varghese

The meeting commenced with silent prayer at 2.30 pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda:

1. Postponement of International Women's Day Celebration

Discussions & Decisions

1. It is decided to postpone the programme scheduled on March 9th due to closing of college as insisted by the govt. under COVID-19 pandemic.



2. The same should be informed to students by the concerned department.

The meeting came to a close at 3:30 pm.

# Minutes of the MACFAST Women cell meeting dated 3<sup>rd</sup> August, 2020

Time: 2:30pm

Zoom Platform

## Members Present

1. Fr. Dr. Cherian J. Kottayil
2. Mrs. Phijo J. Cherickal
3. Mrs. Mahitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Mrs. Ranjini Mariam Philipose
7. Mrs. Preetha G. Panicker
8. Ms. Sreechithra
9. Ms. Abi A
10. Ms. Thushara S
11. Ms. Ashna Rajas
12. Ms. Anaina Varghese
13. Ms. Riswana Iqbal
14. Ms. Christena Shaji

~~XXXXXXXXXX~~  
 [Handwritten signatures and initials, including a date 22/8/2020]

The meeting commenced with silent prayer at 2:30 pm. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

## Agenda:

1. Gender Bias & Stereotyping Gender Equality & Women's Right - Talk

## Discussions & Decisions:

1. The meeting discussed in detail about the instructions from MG University to conduct an online session on the topic "Gender Bias & Stereotyping Gender Equality & Women's Right - Talk"

## Women's Right"

2. The committee appointed Mrs. Phijo J Cherickal & Mrs. Mahitha Dileep as the conveners.

The meeting came to a close at 03.30pm



Minutes of the MACFAST Women Cell meeting dated 8th August, 2020

Time: 10:30 am

Zoom Platform

Members Present

1. Fr. Dr. Cherian J Kottayil
2. Mrs. Phijo J. Cherickal
3. Mrs. Mabitha Dileep
4. Mrs. Beena Cherian
5. Mrs. Tintumol Joseph
6. Mrs. Ranjini Mariam Philipose
7. Mrs. Preetha G. Paricker
8. Ms. Abi. A
9. Ms. Thushara S
10. Ms. Ashna Rajan
11. Ms. Anaina Varghese
12. Ms. Riswana Iqbal
13. Ms. Christeena Shaji

~~Principal~~  
 Phijo  
 Mabitha  
 Beena  
 Tintumol  
 Ranjini  
 Preetha  
 Abi  
 Thushara  
 Ashna  
 Anaina  
 Riswana  
 Christeena

The meeting commenced with silent prayer at 10:30 am. Principal addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda:

1. Gender Bias & Stereotyping Gender Equality & Women's Right - Talk

Discussions & Decisions:

1. The conveners informed the committee that Adv. C.R. Sindhumol Former Govt. Pleader will be the resource person to conduct an online session on the

topic "Gender Bias & Stereotyping Gender Equality & Women's Right"

2. The scheduled date of the programme is on 12<sup>th</sup> August 2020 at 2pm onwards.

3. Ms. Ranjini is entrusted by the committee to prepare the brochure and programme sheet of the programme.

4. Committee appointed Mrs. Phijo. J. Cherickal to prepare the report and submit to the college office in due time.

The meeting came to a close at 11.30 am

Minutes of the MACFAST Women cell meeting dated  
17<sup>th</sup> February, 2021

Time: 10.30 am

Venue: Dept. of BioSciences

Members Present

1. Dr. Jenny Jacob
2. Mrs. Phijo J. Cherickal
3. Dr. Smitha
4. Mrs. Mahitha Dileep
5. Mrs. Beena Cherian
6. Mrs. Tinturnol Joseph
7. Mrs. Ranjini Mariam Philipose
8. Mrs. Preetha. G. Panicker
9. Ms. Abi A
10. Ms. Thushara S
11. Ms. Glory S. Raju
12. Ms. Athira P.A
13. Ms. Ann Susan Alexander
14. Ms. Riswana Iqbal
15. Ms. Christeena Shaji

*[Handwritten signatures and names corresponding to the list above]*

Phijo J. Cherickal  
Smitha  
Mahitha Dileep  
Beena Cherian  
Tinturnol Joseph  
Ranjini Mariam Philipose  
Preetha G. Panicker  
Abi A  
Thushara S  
Glory S. Raju  
Athira P.A  
Ann Susan Alexander  
Riswana Iqbal  
Christeena Shaji

The meeting commenced with silent prayer at 10.30 am. Dr. Jenny Jacob addressed the meeting and secretary presented the minutes of the previous meeting.

Agenda:

1. International Women's day celebration

Discussions & Decisions:

1. The meeting discussed in detail about the programmes need to be ~~calculated~~ conducted as part of this



year's Women's day celebration.

2. Decided to associate with department of biosciences for the programme.

The meeting came to a close at 11.30 am.

# Minutes of the MACEAST Women cell meeting dated 2<sup>nd</sup> March, 2021

Time: 11:30 am

Venue: Dept. of BioSciences

## Members Present

1. Dr. Jenny Jacob
2. Mrs. Phijo J. Chesickal
3. Dr. Smitha
4. Mrs. Mahitha Dileep
5. Mrs. Beena Cherian
6. Mrs. Tintumol Joseph
7. Mrs. Ranjini Mariam Philipose
8. Mrs. Preetha G. Panicker
9. Ms. Abi A
10. Ms. Thushara S
11. Ms. Glory S. Raja
12. Ms. Athira P.A
13. Ms. Ann Susan Alexander
14. Ms. Riswana Iqbal
15. Ms. Christeena Shaji



The meeting commenced with silent prayer at 11:30 am. Dr. Jenny Jacob addressed the meeting and secretary presented the minutes of the previous meeting.

## Agenda:

1. International Women's day celebration 2021

## Discussions & Decisions:

1. The meeting discussed in detail about the programmes scheduled as part of this year's women's day celebration.

2. The scheduled date of the programme is on 10<sup>th</sup> March 2021 at 11 am in the college auditorium.
3. Ms. Smitha Suraksha, MD, Suraksha Group of Companies is invited as the chief guest of the programme.
4. Dr. Jenny Jacob & Dr. Smitha is appointed as the convener of the programme.

The meeting came to a close at 12.30 pm.