



## ANNOOR DENTAL COLLEGE & HOSPITAL



Recognized by the Dental Council of India, New Delhi,  
Affiliated to Kerala University of Health Sciences  
& Recognized by Govt. of India

**5.1.5. The institution has a transparent mechanism for timely redressal of student grievances / prevention of sexual harassment and prevention of ragging**



  
Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673

## **Proceedings of the Principal**

Sub: Constitution of Anti-ragging squad.

As a part of the steps for curbing the menace of ragging and monitoring mechanism an anti-ragging squad is constituted in the college with following members:-

Anti-ragging squad should function in all possible ways to prevent ragging within the campus and outside the campus. They are expected to be on vigil and shall remain mobile, alert and active in all times. The members are requested to attend their duties as per the instructions of the Chief Co-ordinators and Chairman.

### **Anti Ragging Committee Constituted for the Year 2020-21**

#### **Chief Co-ordinators**

1. Dr. Liza George, Vice Principal & HOD, Dept. of Conservative Dentistry
2. Dr. Jose Paul, HOD, Dept. of Periodontics

#### **Chairman**

1. Dr. Eldhose K.G, HOD, Dept. of Oral & Maxillofacial Surgery

#### **Co-ordinators**

1. Dr. Cherian K.P,HOD, Dept. of Prosthodontics
2. Dr. Joby Peter, HOD, Dept. of Pedodontics
3. Dr. Deepu George Mathew , HOD, Dept. of Oral Pathology
4. Dr. Pooja Latti, Reader, Dept. of Public Health Dentistry
5. Dr. Gopi Krishnan S, HOD, Dept of Orthodontics

#### **Boys Hostel Warden**

- 1) Dr. Vineeth Alex, HOD, Dept. of Oral Medicine & Radiology
- 2) Dr. Vineet R.V, Reader, Dept. of Conservative Dentistry
- 3) Dr. Jeevan K R , PG student, Dept. of Prosthodontics

#### **Ladies Hostel Warden**

- 1) Dr. Priya Thomas, Reader, Dept. of Oral Pathology
- 2) Dr. Sruthi K Nair, Senior Lecturer, Dept. of Periodontics



Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673

## Duty Schedule of Anti Ragging Squad (Gents Hostel)

<b>Monday – Co-ordinator –</b>	<b>Dr. Vineet Alex, HOD, Dept of Oral Medicine &amp; Radiology</b>
<b>Members –</b>	1. Dr. John Joseph, Sr. lecturer, Dept. of Pedodontics 2. Dr. Renju M Kunjumon, Sr. lecturer, Dept. of Oral Medicine & Radiology 3. Dr. Jeevan K R, PG Student, Dept. of Prosthodontics
<b>Tuesday – Co-ordinator-</b>	<b>Dr. Jose Paul ,HOD,Dept. of Periodontics</b>
<b>Members –</b>	1. Dr. Vineeth R V,Reader, Dept. of Conservative Dentistry 2. Dr. Syed Mohammed Jiffry C A, Tutor, Dept. of Periodontics 3. Dr. Alex Rajan, PG Student, Dept. of Conservative Dentistry
<b>Wednesday – Co-ordinator -</b>	<b>Dr. Gopikrsihnan S, HOD, Dept of Orthodontics</b>
<b>Members –</b>	1. Dr. Sarath Sasidharan, Sr. Lecturer, Dept. of Prosthodontics 2. Dr. Ronin Sebastian, Sr. Lecturer, Dept. of Pedodontics 3. Dr. Sethu S , PG Student, Dept. of Prosthodontics
<b>Thursday – Co-ordinator -</b>	<b>Dr. Josey Mathew, HOD, Dept .of Conservative Dentistry</b>
<b>Members –</b>	1. Dr. Prem Sasikumar, Reader, Dept of OMFS 2. Mr. Arun Thomas Lecturer, Dept. of Pharmacology 3. Dr. Shikhil T Sathyan, PG Student, Dept. of Orthodontics
<b>Friday – Co-ordinator -</b>	<b>Dr. Pradeep Philip, Professor, Dept. of Orthodontics</b>
<b>Members –</b>	1. Dr. John Joseph Methippara , Sr. Lecturer, Dept. of Pedodontics 2. Dr. Jibin Skaria, Sr. Lecturer, Dept. of orthodontics 3. Dr. Jeevan K R, PG Student, Dept. of Prosthodontics
<b>Saturday – Co-ordinator</b>	<b>Dr. Deepu George, HOD, Dept. of Oral Pathology</b>
<b>Members –</b>	1. Mr. Arun K Thomas, Lecturer, Dept. of Pharmacology 2. Dr. Adarsh Varma R, Sr. Lecturer, Dept. of Prosthodontics 3. Dr. Shikhil T Sathyan, PG Student, Dept. of Orthodontics
<b>Sunday– Co-ordinator</b>	<b>Dr. Ronin Sebastian, Senior Lecturer, Dept. of Pedodontics</b>
<b>Members –</b>	1. Dr. Renju M Kunjumon, Sr. lecturer, Dept. of Oral Medicine & Radiology 2. Dr. Jeevan K R, PG Student, Dept. of Prosthodontics 3. Dr. Alex Rajan, PG Student, Dept. of Conservative Dentistry



Dr. Giju George Baby  
Principal  
Anoor Dental College & Hospital  
Muvattupuzha - 686673

## Duty Schedule of Ant Ragging Squad (Ladies Hostel)

**Monday – Co-ordinator – Dr. Liza George, Professor, Dept of Conservative Dentistry**

- Members –
1. Dr. Jiss Mary G, Sr. Lecturer, Dept. of Oral Medicine & Radiology
  2. Dr. Sruthi K Nair, Sr. Lecturer, Dept. of Periodontics
  3. Dr. Nidhi Mary Thampi, Tutor, Dept. of Pedodontics
  4. Dr. Nissy Cheriyan, Tutor, Dept. Of Public Health Dentistry

**Tuesday – Co-ordinator- Dr. Pooja Latti , Reader, Dept. of Public Health Dentistry**

- Members –
1. Dr. Sinju Paul, Sr. Lecturer, Dept. of Conservative Dentistry
  2. Dr. Serin Sarah John, Sr. Lecturer, Dept. of Orthodontics
  3. Dr. Lekshmi Venugopal, Sr. Lecturer, Dept. of Oral Pathology & Microbiology
  4. Dr. Aiswarya Gopinath ,Tutor,Dept. of Oral Medicine & Radiology
  5. Dr. Swetha Riya Oommen ,PG Student ,Dept. of Conservative Dentistry

**Wednesday – Co-ordinator -Ms. Mereena Mathew, Reader, Dept. Of Microbiology**

- Members –
1. Dr. Bijimole Jose, Professor, Dept. of Pedodontics
  2. Dr. Veena Paul, Sr. Lecturer, Dept. Of Prosthodontics
  3. Dr. Sumary Abraham , Tutor, Dept. of Oral & Maxillofacial Surgery
  4. Dr. Anna S Geevarghese, PG Student, Dept. of Prosthodontics
  5. Dr. Ayisha Nizmiya K, PG Student, Dept. of Orthodontics

**Thursday – Co-ordinator - Dr. Jiss George, Senior Lecturer Dept. of Oral Medicine & Radiology**

- Members –
1. Dr. Kumar Kavita Krishna, Reader, dept. of Pedodontics
  2. Dr. Anjana Thomas, Sr. Lecturer, Dept. of Prosthodontics
  3. Dr. Hima John V, Sr. Lecturer, Dept. of Oral Medicine & Radiology
  4. Dr. Irin Sebastian, PG Student, Dept. of Orthodontics
  5. Dr. Athira Rajeevan K, PG Student, Dept. of Orthodontics



Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673

**Friday – Co-ordinator -**

**Members –**

**Dr. Bijimol Jose, Professor, Dept. of Pedodontics**

1. Dr. Aleesha Joy, Sr. Lecturer, Dept of Conservative Dentistry
2. Ms. Josphin Joseph, Lecturer, Dept. of Microbiology
3. Nidhi Mary Thampi, Tutor, Dept. of Pedodontics
4. Dr. Elsa Benny Tutor, Dept. of Oral Medicine & Radiology
5. Dr. Aneta K Abraham, PG Student, Dept. of Periodontics
6. Dr. Meera Bastian, PG Student, Dept. of Conservative Dentistry

**Saturday – Co-ordinator**

**Members –**

**Dr. Sruthi K Nair, Sr. Lecturer, Dept. of Periodontics**

1. Dr Saumya G Nair, Sr. Lecturer, Dept of Conservative Dentistry
2. Dr. Serin Sarah John, Sr. Lecturer, Dept. of Orthodontics
3. Dr. Anna Punnamattom, Tutor, Dept of Oral Medicine & Radiology
4. Dr. Panicker Aiswarya Suresh, PG Student, Dept. of Orthodontics
5. Dr. Margret Rose Johnson, PG Student, Dept. of Pedodontics

**Sunday – Co-ordinator**

**Members –**

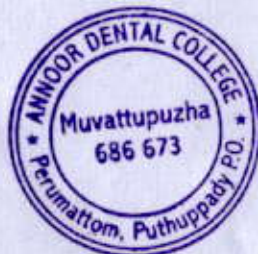
**Dr. Priya Thomas, Reader, Dept. of Oral Pathology**

1. Dr. Nirupa Thomas, Sr. Lecturer, Dept. of Oral Pathology
2. Dr. Jiss Mary G, Sr. Lecturer, Dept. of Oral Medicine & Radiology
3. Dr. Nissy Cheriyan, Tutor, Dept. Of Public Health Dentistry
4. Dr. Swathy V, PG Student, Dept. of Pedodontics
5. Dr. Anna S Geevarghese, PG Student, Dept. of Prosthodontics

Orders are issued accordingly

Principal

Copy to all-concerned: All Co-ordinators are instructed to submit weekly report to the Chief Co-ordinators for onward submission to the Chairman. Chairman should submit monthly report to the Principal.



Dr. Giju George Babu  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673

Anti Ragging Committee Meeting : 25/01/2021

Anti-ragging Committee Meeting was held on 25/01/2021 in Lecture Hall-IV at 1:00 PM. The anti-ragging awareness program planned to be conducted, as per the meeting held on 14/12/2020 was postponed to Covid Pandemic. The Committee Chairman directed all the members to be vigilant and adhere to their duties since the new BDS Batch students are joining in Feb 2021. The Principal appreciated all the committee members for the sincere approach towards their duties.

Principal

Chairman

Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673





# ANNOOR DENTAL COLLEGE & HOSPITAL

Recognized by the Dental Council of India, New De  
Affiliated to Kerala University of Health Sciences  
& Recognized by Govt. of India

## SEXUAL HARASSEMENT COMMITTEE

S.No.	NAME	POSITION
1	Dr Liza George	CHAIRMAN
2	Dr Jose Paul	SECRETARY
3	Dr Josey Mathew	MEMBER
4	Dr Ceby George	MEMBER
5	Mrs Mereena Mathew	MEMBER
6	Dr Jiss George	MEMBER
7	Dr Anna Punnamattom	Member
8	Dr Sruthi K Nair	Member
9	Mr Biju K Joseph	Member



  
Dr. Gijo George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673



## ANNOOR DENTAL COLLEGE & HOSPITAL



Recognized by the Dental Council of India, New Delhi,  
Affiliated to Kerala University of Health Sciences  
& Recognized by Govt. of India

A meeting of the Sexual Harassment Committee of the college was held on 14.06.2021, Monday at 12.30PM in Lecture Hall-IV, in the presence of all the committee members as part of the Anti Sexual Harassment cell. No untoward incidents were reported in the campus. It was also suggested that complaint and suggestion boxes were to be installed in the college campus and Aameena women hostel premises. Any third party harassment and victimisation of girl students were also discussed as a primary objective in the meeting. There were no other items for discussion as there were no report or complaint registered. The committee Chairman thanked every one for attending the meeting and the meeting concluded at 1.30 PM.

*[Handwritten signature]*  
14/6/21  
*[Handwritten signature]*



**Dr. Giju George Baoy**  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673



# ANNOOR DENTAL COLLEGE & HOSPITAL



Recognized by the Dental Council of India, New De  
Affiliated to Kerala University of Health Sciences  
& Recognized by Govt. of India

## Anti Sexual Harassment Cell

S.No.	NAME	POSITION
1	Dr Liza George	CHAIRMAN
2	Dr Jose Paul	SECRETARY
3	Dr Josey Mathew	MEMBER
4	Dr Ceby George	MEMBER
5	Mrs Mereena Mathew	MEMBER
6	Dr Jiss George	MEMBER
7	Dr Elsa Benny	Member
8	Dr Anjana Thomas	Member
9	Mr Biju K Joseph	Member



  
Dr. Gijo George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673



## ANNOOR DENTAL COLLEGE & HOSPITAL

Recognized by the Dental Council of India, New Delhi,  
Affiliated to Kerala University of Health Sciences  
& Recognized by Govt. of India

A meeting of the Sexual Harassment Committee of the college was held on 20.12.2021, Monday at 12.45 PM in Lecture Hall-IV.

All members of the committee were present for the meeting. Committee reviewed the vigilance system for monitoring the movement of the students inside and outside the college premises. The committee also found it was necessary to create necessary awareness and continuous sensitization among students regarding sexual harassment. The need to place banners, posters and emergency phone numbers were also considered by the committee. There were no other items for discussion as there were no report or complaint registered. The committee chairman thanked every one for attending the meeting and the meeting concluded at 1.30 PM.



Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673



## ANNOOR DENTAL COLLEGE & HOSPITAL



Recognized by the Dental Council of India, New De  
Affiliated to Kerala University of Health Sciences  
& Recognized by Govt. of India

### Anti Sexual Harassment Cell

S.No.	NAME	POSITION
1	Dr Liza George	CHAIRMAN
2	Dr Jose Paul	SECRETARY
3	Dr Josey Mathew	MEMBER
4	Dr Ceby George	MEMBER
5	Mrs Mereena Mathew	MEMBER
6	Dr Jiss George	MEMBER
7	Dr Elsa Benny	Member
8	Dr Anjana Thomas	Member
9	Mr Biju K Joseph	Member



Principal  
Annoor Dental College & Hospital  
Muvattupuzha 686673



## ANNOOR DENTAL COLLEGE & HOSPITAL

Recognized by the Dental Council of India, New Delhi,  
Affiliated to Kerala University of Health Sciences  
& Recognized by Govt. of India

A meeting of the Sexual Harassment Committee of the college was held on 13.06.2022, Monday at 12.30 PM in Lecture Hall-IV.

The committee had discussion and the following suggestions were made:-

It was decided to post anti sexual harassment rules on the college website for registering online complaints by girl students and women staff of the college. This will ensure that prompt speedy action will be taken by the anti sexual harassment committee. The committee also urged the girl students to report any untoward incidents regarding any physical, verbal conduct of sexual nature. There were no other items for discussion as there were no report or complaint registered. The committee chairman thanked every one for attending the meeting and the meeting concluded at 1.15PM.



*13/6/22*  
*[Signature]*  
Dr. Giju George Babu  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673

## PREVENTION OF SEXUAL HARASSEMENT COMMITTEE

---

In view of the Section 4 (1),The committee laid down its policy to prevent harassment of women in workplace based on the guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384), the Institution hereby constitutes an Internal Complaints Committee (hereinafter referred to as 'Internal Committee' or 'Committee')

### 1. PREAMBLE:

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act,2013 (hereinafter referred to as the 'act') requires every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the 'Internal Complaints Committee and abide by such act. In due compliance of the act, Annoor Dental College & Hospital (hereinafter referred to as 'the Institution') has adopted the following policy formulated in accordance with Notification issued by Ministry of Law and Justice dated

### APPLICABILITY & SCOPE:

This policy extends to all the categories of employees of the Institution employees on contract at the workplace.

### 2. DEFINITIONS:

Sexual Harassment at workplace:

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- i. Physical contact and advances;
- ii. A demand or request for sexual favours;
- iii. Sexually coloured remarks;
- iv. Showing pornography;



Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673

v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary such conduct can be humiliating and may constitute a health and safety problem.

It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

Word and Expressions used and not defined in this policy shall have the meanings respectively assigned to them in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, as amended from time to time.

### 3. RESPONSIBILITIES:

All individuals must follow this policy and shall coordinate for effective implementation of this policy.

### 4. PURPOSE OF THE POLICY:

Prevention of Sexual Harassment at workplace:

Annoor Dental College & Hospital desire to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff person. The Institution is committed to provide a harassment-free environment for all its employees. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. The Institution will neither tolerate behaviour that is likely to undermine the dignity or self-esteem of the staffs.

All the employee of the Institution has a personal responsibility to ensure that their behaviour is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.



Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673

## 5. COMPOSITION OF THE INTERNAL COMPLAINT COMMITTEE:

The Committee shall consist of the following members:

S.No.	NAME	POSITION
1	Dr Liza George	CHAIRMAN
2	Dr Jose Paul	SECRETARY
3	Dr Josey Mathew	MEMBER
4	Dr Ceby George	MEMBER
5	Mrs Mereena Mathew	MEMBER
6	Dr Jiss George	MEMBER
7	Dr Elsa Benny	Member
8	Dr Anjana Thomas	Member
9	Mr Biju K Joseph	Member

## 6.OBJECTIVE OF COMMITTEE:

The objectives of the Committee are:

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees
- Make recommendations to the Management for changes/elaborations in the Rules for students in the Prospectusto lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment



**Dr. Giju George Baby**  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673

## 7. ROLE OF INTERNAL COMMITTEE:

- a) The Committee shall decide whether the facts contained in the complaint make out a case of "sexual harassment" in light of the definition contained in the Policy.
- b) The Committee shall look into the truth of the allegations contained in the complaint and any allegation of retaliation against / victimization of the complainant or any other person assisting her as a result of such complaint having been made.
- c) The Committee shall recommend the penalties / action to be taken against any person found guilty of having sexually harassed the complainant, up to and including termination, to the Management.
- d) The Committee shall recommend the penalties / action to be taken against any person found guilty of having retaliated against / victimized the complainant or any other person assisting her as a result of such complaint having been made or such assistance having been offer.
- e) The Committee shall recommend appropriate psychological, emotional and physical support (counselling, security and other assistance) for the victim to the Management.
- f) The Committee shall monitor the follow-up action to be taken by the Management on receipt of the Report of the Committee.

## 8. DOCUMENTATION:

The committee shall keep complete and accurate documentation of the complaint, its investigations and the resolution thereof. The incident would be documented in both the complainant's and the accused files with the full report of the Complaints Committee.

## 9. PROCEDURE FOR APPROACHING COMMITTEE:

The Committee deals with issues relating to sexual harassment at the Annoor Dental College & Hospital. It is applicable to all Employees. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint may be addressed to the Chairman of the Committee. If the complaint is made to any of the Committee members, they may forward it to the Chairman of the Committee against Sexual Harassment.



Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673

## 10. REDRESSAL OF COMPLAINTS:

The Institute is committed to providing a supportive environment to resolve concern sexual harassment as under:

- a) When an incident of sexual harassment occurs, the victim of such conduct can communicate their disapproval and objections immediately to the harasser and request the harasser to behave decently.
- b) If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, the victim can bring their concern to the attention of the Committee for redressal of their grievance
- c) In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- d) In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Committee.
- e) The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- f) Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Committee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive ac

## 11. DISCIPLINARY ACTION:

Where any misconduct is found by the Committee, appropriate disciplinary action shall be taken against the accused. Disciplinary action may include transfer, withholding promotion, suspension or even dismissal or any other action as may deem fit by the Committee and reported to the Management. This action shall be in addition to any legal recourse sought by the Complainant.

## 12. CONFIDENTIALITY:

All information received shall be kept confidential. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.



Dr. Giju George Dunny  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha - 686673

### 13. PROTECTION AGAINST RETALIATION:

Regardless of the outcome of the complaint made in good faith, the employee lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with complaints of sexual harassment, the committee shall ensure that the Complainant or the witness are not victimized or discriminated by the accused. Any unwarranted pressures, retaliatory or any other type of unethical behaviour from the accused against the complainant while the investigation is in progress should be reported by the complainant to the complaints committee as soon as possible. Disciplinary action will be taken by the Complaints Committee against any such complaints which are found genuine.

### 14. MISCELLANEOUS:

All proceedings, including the statements and other material adduced as evidence before the Committee shall be strictly confidential. The Committee shall take all steps to ensure that the parties before it and their representatives shall maintain strict confidentiality in all respects.

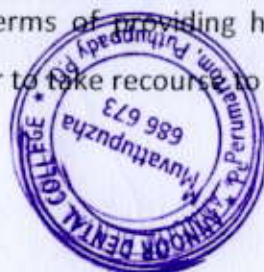
a) The decision of the Committee on any matter within its competence shall be considered final and no appeal / challenge to the same shall lie to any person.

b) The Management shall scrutinize the report and recommendations of the Committee and take appropriate action against the guilty person in accordance with the Guidelines, Policy, and gravity of the behavior disclosed in the Committee's report.

c) In case the conduct disclosed in the Committee's report is of a nature that amounts to a criminal offence under the law of the land, appropriate action shall be initiated by the Management, for making a police complaint in respect of the same.

d) The Management shall scrutinize the report and recommendations of the Committee and take appropriate action to provide the victim with necessary psychological, emotional and physical support.

e) In case of sexual harassment of any woman employee by any person not employed by company, the Management shall take all steps necessary and reasonable to assist the affected woman employee in terms of providing her with psychological, emotional and physical support and enabling her to take recourse to the law.



  
Dr. Giju George Baby  
Principal  
Annoor Dental College & Hospital  
Muvattupuzha, 686673