

# VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

## POLICY DOCUMENT FOR ESTABLISHING VARIOUS COMMITTEES



  
PRINCIPAL

Vignan's Institute of Management & Technology For Women  
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt)-501301  
Telangana State

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## 1. INTRODUCTION

**Vignan's Institute of Management and Technology for Women**, Kondapur (V), Ghatkesar (M), Hyderabad, Telangana is committed to support students for their all-round development and growth. To attend and solve the grievances of students and as per the guidelines of the AICTE and Jawaharlal Nehru Technological University, the management of Vignan's Institute of Management and Technology for Women has established the following committees and has been supporting the students.

- i. Grievance Redressal Committee
- ii. Internal Complaint Committee (Sexual harassment of Women at work place)
- iii. Anti-ragging committee.
- iv. Committee for SC/ST students (To look after the problems of SC/ST students).



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# Policy Document Of Grievance Redressal Cell



A handwritten signature in green ink, appearing to be "Rashmi".

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## GRIEVANCE REDRESSAL COMMITTEE

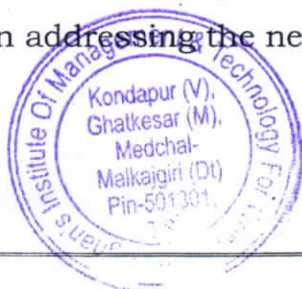
As per the AICTE notification No.PG/07/ (01)/2012 & Establishment of Mechanism or Grievance redressal, the Grievance Redressal Committee is constituted in the college for the purpose of addressing the grievances of Students, Parents and others.

The committee is established with Principal as chairman, one Professor as coordinator and three other senior faculty members.

### **Objective:**

Objectives of Grievance Redressal Cell:

1. To ensure the dignity of the College, a hostile-free environment is established in the College by promoting friendly and cordial relationship among students and in between students and teachers.
2. To establish easily accessible, responsive, and accountable mechanisms for resolving the grievances in order to maintain a peaceful educational atmosphere in the institute.
3. Dealing with difficult situations effectively is necessary to decrease oppressive or unsatisfactory conditions.
4. Encouraging the students to voice their complaints and issues freely and honestly without worrying about being victimized.
5. Counseling the students to value the dignity of one another with due respect. and be patient whenever a disagreement develops.
6. Instructing all students to avoid creating conflicts between them, with teachers, or with the college administration.
7. Advise all staff members to be kind and affectionate towards students and avoid being vindictive to any of them in any circumstance.
8. To assist students who have been denied access to College services to which they are legally entitled.
9. To ensure that college officials be courteous, accountable and responsive members in addressing the needs of the students.



10. To make sure that the grievances of the students are resolved in a fair and impartial manner.

**Frequency of meeting:** As and when required or at least once in a semester.

**Grievance Redressal Process:** Complaints affecting one or more individual students in respect of the course content, lectures, availability of books, transportation and other facilities, Internal evaluation, tussle between students, teasing, insulting through color, caste/ religion etc., are received for redressal.

### **Stages for Redressal of grievances**

#### **First stage (Section Department level)**

The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept., which is acknowledged. A written reply is sent to the student under the signature of the In-charge / HOD within 15 days.

#### **Second stage (Administration level)**

If the student is not satisfied, he/she may request the Person In-charge / HoD to forward his/her grievance to the grievance committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

Along with concerned HOD, any one among the other two (b and c) would address the issue/grievance and after thorough screening of the grievance recommendations of the grievance committee will be communicated to the concerned student within 15 days.

The representation will be disposed of in the Grievance redressal Meeting which meets as per the Requirement or at least once in a semester.

All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expeditiously.



  
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## **Mechanism of Grievance Redressal Cell:**

Students and Staff have access to processes that allow for appeals, complaints and grievances that are to be resolved. Student and staff grievance resolution process seeks to facilitate their formal resolution of grievances as close as possible to the source of the aggrieved person's dissatisfaction, though there will be instances when either students may choose to lodge a formal appeal or a grievance needs to go to a higher authority for resolution.

The institute has the following mechanism to analyze the grievances.

1. Suggestion boxes are placed on all corridors in the Institute to lodge the feedback/complaint/suggestion of all stakeholders.

2. The committee should hold a meeting once in a month to address the grievances raised by staff and students.

3. The Grievance Redressal Cell's responsibility is to ensure that all concerned parties involved • are fairly represented.

4. The investigator will thoroughly take notes of all interviews with the offended member and key witnesses during the process of investigation.

5. The committee may gather and consider any information it deems relevant and hear from anybody it judges to have relevant information in addition to the written declarations and testimony of the student and the teaching member. The committee ultimately decides whom to interview, however the student and faculty member may both submit names of people with pertinent information.

6. The committee's discussions and proceedings will be maintained confidentially in any circumstances.

7. After investigation upon grievances received, the committee members prepare a report and forward to Principal for further action.

8. Thereafter, the principal on reviewing and understanding the level of the problem forwards the same to the management committee for necessary action & resolve the grievance



  
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# Policy Document Of Internal Complaint Cell



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## INTERNAL COMPLAINT COMMITTEE

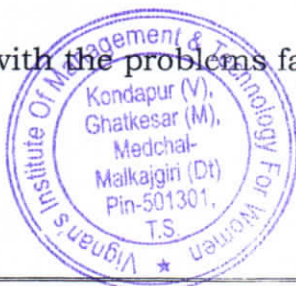
As per the section 4 of sexual harassment of women at workplace (Prevention and Prohibition and Redressal Act, 2013) and to curb the menace of Sexual harassment of women at the college and to make Vignan's Institute of Management and Technology for Women a free zone from sexual harassment. It is applicable to all students, staff and faculty. The following is also sexual harassment and is covered by the committee:

- Eve-teasing, Unsavory remarks,
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts, Gender based insults or sexist remarks,
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- Touching or brushing against any part of the body and the like,
- Displaying pornographic or other offensive or derogatory pictures, cartoons, Pamphlets or sayings
- Forcible physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy.

**Establishment of Internal Complaint Committee:** The committee is established with a lady professor as presiding officer with following eight members. Two female faculty, two non-teaching members Three student members out of which two are girl students and One member from NGO. The Cell is required to work in the direction of providing help to any female complaining of discrimination, either gender discrimination or otherwise, any kind of abuse, loneliness, peer pressure, groupism, home sickness, insecurity and/or inferiority complex in terms of physical appearance, hostel issues, harassment from room-mates, adjusting and adopting to the new environment etc.

### **Objectives Internal Complaint Committee**

- To deal with the problems faced by the women in the campus.



- To create awareness in the college about the consequences of sexual harassment.
- To take all the necessary steps to improve confidence among all the women (staff and students) at the college.
- To create safe and comfortable working environment to women.

**Duration of the committee members:** The members can be continued, added or retired every year, as per the availability / other assignments.

**Frequency of meeting:** As and when required or at least once in a semester.

**Mechanism for complaints on Sexual Harassment:**

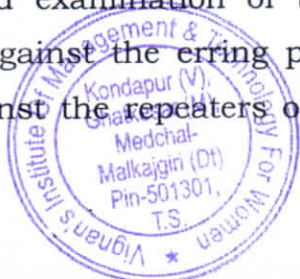
A written complaint is required to be taken from the aggrieved person, necessary action to be taken, Preferably to settle the matter through counselling and conciliation as soon as possible. In case the matter is not so sorted, inquiry to be conducted and matter to be sorted out within 10 days from the date of complaint. The members of the committee to be vigilant all the time and they have to ensure that there is no such incident taking place in campus by creating awareness among all the students. Following are the Guidelines to be strictly followed:

**Step1 (Department level):**

The aggrieved woman represents her grievance either in person or through Online or Writing to the concerned Person In-charge in the Department, which is acknowledged. At this level, inquiries are conducted and try to resolve the issue with the conscience of the Chairman (ICC). Otherwise, the complaint is forwarded to the Chairman (ICC committee) for redressal.

**Step2 (Committee level):**

The Chairman (ICC committee) will organize the meeting with all the members. After inquiry and examination of the issue, the committee will initiate the suitable action against the erring people. The committee may initiate serious punishment against the repeaters of such acts and may handover the case to



the police for necessary action.

The complaint will be generally disposed of within a week's time. All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by women.

The complainant will have to submit a written and signed complaint addressed to the Presiding officer of the Cell

- The students/staff can give a complainant through e-mail to [helpinternalcomplaints@vmtw.in](mailto:helpinternalcomplaints@vmtw.in)
- The counsellor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint
- The members of the Cell will discuss the complaint
- If the case falls outside the purview of the Cell, the complainant will be informed to Management
- If the case comes under the purview of the Cell, an enquiry committee will be set up
- The Committee will submit a report and recommend the nature of action to be taken at the earliest by Principal
- If any legal action is required with the help of advocate member of the cell complaint is forwarded to police.



  
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# Policy Document Of Anti-Ragging Cell



  
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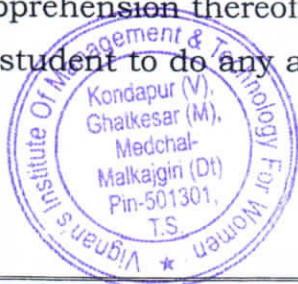
The management of the Vignan's Institute of Management and Technology for Women has taken various precautions as per AICTE / UGC Norms to prevent ragging and ensure 100% ragging free Zone. Ragging in any form inside or outside the college is banned and in order to have the peaceful atmosphere in and around the College, Canteen, Library etc., an Anti-ragging cell was established to prevent students from mock activities. The penal has enclosed safety measures to ensure the safety and to maintain peace among students with the help of Anti-Ragging rules, regulations, and measures.

The Anti-Ragging Cell will look after such attempts of mockery associated with such incidents to avoid ragging and harassment. Our institution aims at creating a ragging free campus by implementing stringent actions against the offender. We have initiated a systematic construct of members and appointed them in Anti-Ragging Committees, Squads and Patrols. This committee has a strategic plan to involve the students to learn and grow in a safety, healthy environment to build a successful career.

We also observe the hostel, administration, classrooms, canteen, ground\_ and surrounding locations to detect and deliver help to our students. We have given the promise to keep the students details safe if they drop in their concerns that bother them in the complaint boxes which is fixed in the specific spots.

According to the Hon'ble Supreme Court of India Ragging constitutes one or more of any of the following acts which may cause or is likely to cause physical or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
- b. indulging indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not in the ordinary



course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

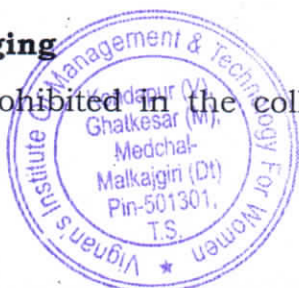
i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

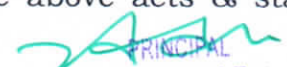
**Establishment of Anti-ragging committee:** Anti-Ragging Committee with Principal as Chairman, HODs, the faculty and staff members including SHO, MRO and students are constituted in accordance with the following statutory bodies/regulations.

- AICTE Anti-Ragging Notification
- UGC Regulations on Curbing the Menace of Ragging in Higher Educations
- Anti-Ragging Affidavit (Proforma)
- AICTE - Anti-ragging Public Notice
- Prohibition of Ragging as per Act 26 of A.P. Legislative Assembly, 1997.

**Prohibition of Ragging**

- Ragging is prohibited in the college, as per the above acts & statutory



  
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bodies.

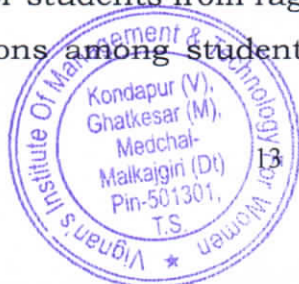
- Ragging entails heavy fines and / or imprisonment.
- Ragging invokes suspension and dismissal from the College.
- Outsiders are prohibited from entering the college/Canteen/Library etc., without permission.
- All the students must carry their Identity Cards and show them when demanded.

**Duration of the committee members:** Principal is the permanent member and chairman of the Anti-Ragging committee. Other members can be continued, added or retired every year, as per the availability/other assignments.

**Frequency of meeting:** As and when required or at least once in a semester.

**Objectives of Anti – Ragging Committee:**

- Creating ragging free atmosphere in and outside of the college campus.
  - Committee to allot duties to all the staff members at almost all areas in the college (i.e. , Departmental Buildings, Canteen, Library, parking places, play grounds, nearby bus-stops etc.) to avoid ragging activities.
  - To form Anti-ragging squads comprising of faculty members, non-teaching staffs and senior and to make surprise visits to very sensitive location within the campus and outside the campus.
  - Wide canvassing about anti-ragging, is to be done in the forms of display of Flexi banners, meetings, and Boards in college, Canteen, corridors and surrounding areas where there is a chance of ragging.
  - Awareness programs to be conducted by Vignan's Institute of Management and Technology for Women team and through meetings with the students.
  - To restrain Senior students from ragging activities and create
- (i) Cordial relations among students for fulfilling organizational mission and vision.



  
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(ii). Awareness among students regarding ragging-free campus.

- To provide number of display boards giving detail descriptions of anti-ragging activities, Supreme Court directives and penalty liable to be imposed on those involved in such activities at various places within the campus.

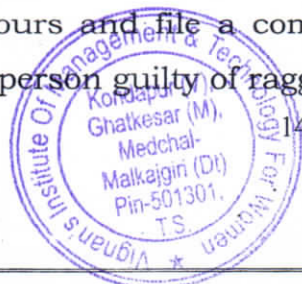
### **Punishments accorded:**

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, those found guilty may be awarded one or more of the following punishments, namely;

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

### **Complaint Procedure:**

Any complaint of ragging should be made to the college appropriate committee by a student, immediately of its occurrence. The committee should complete the enquiry within 24 hours and file a complaint with the police if it is found a student or any other person guilty of ragging.



  
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Students may register the complaint on toll-free phone number (1800-180-5522), or through email: [helpline@antiragging.in](mailto:helpline@antiragging.in)

Students can log on to the Anti-Ragging Portal: [www.antiragging.in](http://www.antiragging.in)



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# Policy Document Of SC/ST Cell



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## COMMITTEE FOR SC/ST STUDENTS

As per the UGC guidelines (as per the Scheduled Caste and the Scheduled Tribes (prevention of atrocities act 1989, no.33 of 1989, dated 11.09.1989), the Scheduled **Caste (SC)** and the Scheduled Tribes (**ST**) **Cell** is constituted at institute, for promoting the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.

The committee consists of Principal as chairman and other 5 faculty members, out of which two members belong to SC/ST category.

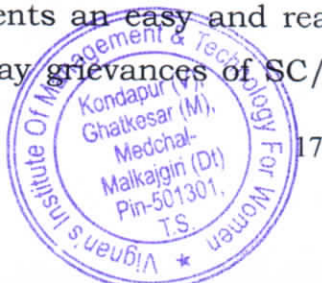
**Duration of the committee members:** Principal is the permanent member and chairman of the committee. Other members can be continued, added or retired every year, as per the availability/other assignments.

### **Objectives**

- To counsel and guide SC/ST students and help them to manage academic and personal issues of college life effectively.
- To ensure provisions of an environment where all such students feel safe and secure.
- To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ST students, if any
- To ensure protection and reservation as provided in the constitution of India.
- To make aware the SC/ST students regarding various scholarships program of State Govt. and UGC.

**Frequency of meeting:** As and when required or at least once in a semester.

**Grievance Redressal Process:** This cell is established with an aim and objective to provide the students an easy and readily accessible mechanism for prompt disposal of day-to-day grievances of SC/ST students. Complaints affecting one



  
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or more individual students in respect of their teasing, insulting through color, caste/ religion etc., are received for redressal.

### **Stages for Redressal of grievances**

#### **First stage (Section Department level):**

The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept, which is acknowledged. A written reply is sent to the student under the signature of the In-charge / HOD within 7 days.

#### **Second stage (Administration level):**

If the student is not satisfied, he/she may request the Person In-charge / HOD to forward his/her grievance to the SC/ST grievance committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

Along with concerned HOD, any one among the other two (b and c) would address the issue/grievance and after through screening, the committee will communicate to the concerned student within 15 days.

All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expeditiously.



  
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Annexure

# ESTABLISHMENT OF COMMITTEES



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## Constitution of Grievance Redressal Committee (GRC)

As per the policy guidelines of The Lavu Education Society, (as per the AICTE notification No.PG/07/(01)/2012 8s Establishment of Mechanism or Grievance redressal (Regulations, 2012,F.No. 37-3/Legal/2012,dated 25.05.2012), the Grievance Redressal Committee is constituted in the college.

The objective of GRC is to provide the opportunity for redressal of certain grievances of the students (or Parents of the students) enrolled in the college and to maintain good relations and the harmony amongst all the students in the institute.

The society established the GRC committee with the following members for the year 2017-18

| S.No | Name                | Actual Designation  | Position in the committee | Department |
|------|---------------------|---------------------|---------------------------|------------|
| 1    | Dr. P. SudhakaraRao | Professor           | Chairman                  | ECE        |
| 2    | Mrs. A. Narmada     | Associate Professor | Convener                  | ECE        |
| 3    | Mrs. Duli Swaroopaa | Assistant Professor | Member                    | CSE        |
| 4    | Mr. S. UpenderRao   | Assistant Professor | Member                    | EEE        |
| 5    | Mrs. D. Kavitha     | Assistant Professor | Member                    | BS&H       |

**Date: 05-07-2017**

**Principal and GRC Chairman**

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## ESTABLISHMENT OF INTERNAL COMPLAINT COMMITTEE (ICC)

As per the section 4 of sexual harassment of women at workplace (Prevention and Prohibition and Redressal Act, 2013) and to curb the menace of Sexual harassment of women at the college and to make Vignan's Institute of Management and Technology for Women a free zone from sexual harassment. It is applicable to all students, staff and faculty.

An Internal Complaint Committee (ICC) has been constituted with the following Teaching staff, non-teaching staff and student members of our college (as per AICTE guideline). This Committee monitors the measures for preventing, prohibiting and punishing activities of sexual harassment on women, within and outside of the college campus.

### **ICC Members (Anti-Sexual Harassment Committee) for 2017-18**

| <b>S.No</b> | <b>Name</b>           | <b>Actual Designation</b> | <b>Position in the committee</b> |
|-------------|-----------------------|---------------------------|----------------------------------|
| 1           | Mrs. A. Narmada       | Associate Professor       | President                        |
| 2           | Mrs. V. Indrani       | Associate Professor       | Vice-President                   |
| 3           | Mr. L. Kiran Kumar    | Assistant Professor       | Secretary                        |
| 4           | Mr. M. Chalapathi Rao | Advocate                  | Advisor                          |
| 5           | Mr. P. Vinay Bhushan  | Assistant Professor, CSE  | Member                           |
| 6           | Mrs. P. Anusha        | Assistant Professor, CSE  | Member                           |
| 7           | Mrs. V. Sudhir Kumar  | Assistant Professor, EEE  | Member                           |

**Date: 12-07-2017**



  
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**Principal**

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## Constitution of Anti-Ragging Committee (ARC)

The management of the Vignan's Institute of Management and Technology for Women has taken various precautions in accordance with UGC Regulations, Supreme Court directives and provisions State Act to prevent ragging and ensure zero ragging in the college. Ragging in any form inside or outside the college is banned and in order to have the peaceful atmosphere in and around the College, Canteen, Library etc.,

Following is the Composition of Anti Ragging Committee, established for the Academic year 2017-18.

| S.No. | Name                 | Actual Designation                  | Position in the committee |
|-------|----------------------|-------------------------------------|---------------------------|
| 1     | Dr. P. Sudhakar Rao  | Professor                           | Chairman                  |
| 2     | Dr. T. Srinivasulu   | Associate Professor                 | Convener                  |
| 3     | Mr. K. Ravindra      | C.I. Ghatkesar                      | Police Representative     |
| 4     | Mr. Narsimha Rao     | Field Officer                       | Media Representative      |
| 5     | Dr. A. Gouthamilatha | Assoc. Prof. & HOD                  | Member                    |
| 6     | Dr. A. Narmada       | Assoc. Prof. & HOD                  | Member                    |
| 7     | Mr. L. Kiran Kumar   | Assoc. Prof. & HOD                  | Member                    |
| 8     | Mrs. D. Kavitha      | Assistant Professor                 | Member                    |
| 9     | Mr. Prasad Gattu     | Assistant Professor                 | Member                    |
| 10    | Mr. K. Bal Reddy     | Assistant Professor                 | Member                    |
| 11    | Mrs. V. Indrani      | Assoc. Professor                    | Member                    |
| 12    | Mrs. D. Swaroopaa    | Sr.Asst. Professor                  | Member                    |
| 13    | Mr. P. Hari Krishna  | Assistant Professor                 | Member                    |
| 14    | Mr. S. Upendra Rao   | Assistant Professor                 | Member                    |
| 15    | Mr. B. Koteswara Rao | Physical Director                   | Member                    |
| 16    | Vemireddy Ramyasree  | 1 <sup>st</sup> Year Representative | Member                    |
| 17    | Ayesha Nafeez        | 1 <sup>st</sup> Year Representative | Member                    |
| 18    | Potla Meghana        | 2 <sup>nd</sup> Year Representative | Member                    |
| 19    | Prachi Sharma        | 2 <sup>nd</sup> Year Representative | Member                    |
| 20    | Palabatla Shivani    | 2 <sup>nd</sup> Year Representative | Member                    |
| 21    | Murala Dharani       | 2 <sup>nd</sup> Year Representative | Member                    |
| 22    | Gone Tapaswini       | 2 <sup>nd</sup> Year Representative | Member                    |

Date: 22-07-2017



  
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PRINCIPAL

Vignan's Institute of Management & Technology For Women  
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt)-501301  
Telangana State



Principal  
PRINCIPAL

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Telangana State



## ESTABLISHMENT OF COMMITTEE FOR SC/ST STUDENTS

### (SC/ST CELL)

As per the UGC guidelines (as per the Scheduled Caste and the Scheduled Tribes (prevention of atrocities act 1989, dated 11-09-1989), the Scheduled **Caste (SC)** and the Scheduled Tribes (**ST**) **Cell** is constituted at our institute, which promotes the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.

After the discussions with HODs and members of Management, the following committee has been established for the academic year **2017-2018**, to look into the problems and needs of the students belong to SC & ST category in our college.

| S.No | Name of the Committee Member | Designation         | Position         |
|------|------------------------------|---------------------|------------------|
| 1    | <b>Dr. P. SudhakaraRao</b>   | Professor           | Chairman         |
| 2    | Mrs. A. Amara Jyothi         | Assistant Professor | Member           |
| 3    | Mr. J. Sunil Kumar           | Assistant Professor | Member           |
| 4    | Mr. S. Upender Rao           | Assistant Professor | Member           |
| 5    | Mr. N. Naga Raju             | Assistant Professor | Member           |
| 6    | Mr. B. Koteswara Rao         | Assistant Professor | Member Secretary |

**Date: 24-04-2017**



*P. Sudhakara Rao*

**Principal**

PRINCIPAL

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*AS*

23 PRINCIPAL

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