



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK, Accredited by NBA & NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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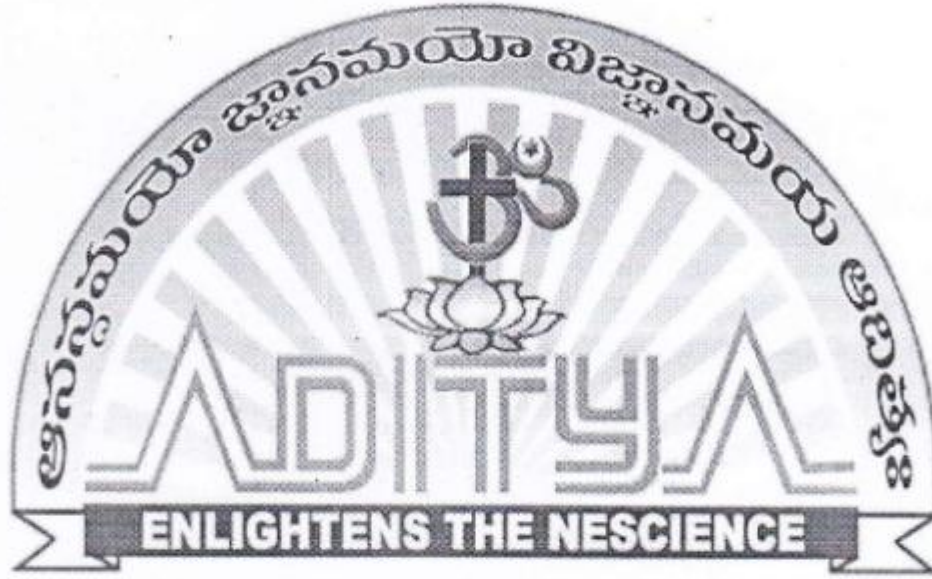
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Principal
PRINCIPAL
Aditya College of Engineering
SURAMPALEM - 533 437

ADITYA COLLEGE OF ENGINEERING

Aditya Nagar, ADB Road, Surampalem-533437, E.G. Dist.



ANTI-RAGGING COMMITTEE (2022-2023)

WARNING
Ragging is a crime





ADITYA COLLEGE OF ENGINEERING

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Recognized by UGC under Section 2(f) of UGC Act, 1956

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Ref: ACOE/AR/2022-23/CC

22.6.2022

CONSTITUTION OF ANTI-RAGGING COMMITTEE

FOR THE YEAR 2022-2023

NOTICE

To make our college as an Ragging free Institution the following members are formed as a team of Anti-Ragging committee of Aditya College of Engineering for the academic year 2022-2023.

S.NO.	Name of the Person	Designation	Role
1.	Dr.A.Ramesh	Principal	Chairman
2.	Dr.B.Annapurna	Assoc.Prof. CSE	Convener
3.	Mr.G.Veera Pandu	Assoc.Prof. ECE	Member
4.	Mrs.K.Lakshmi	Sr.Asst. Prof. EEE	Member
5.	Dr.M.AnajiBabu	Sr.Asst. Prof. ME	Member
6.	Dr.V.Swamynadh	Assoc.Prof. CIVIL	Member
7.	Mrs. Mary Jyothi	Asst.Prof. H&BS	Member
8.	Mrs.P.Sridevi	Asst.Prof. of MBA	Member
9.	Mr.M.N. Murty	Student of CSE	Member
10.	Miss.S.Ratna Kumari	Student of EEE	Member
11.	Mr.A.Phani Kumar	Student of ECE	Member
12.	Mr.Y.R.Reddy	Student of MECH	Member
13.	Mr.K.Kishore	Student of ECE	Member
14.	Miss.T.Alekhy	Student of IOT	Member
15.	Mr.K.Appa Rao	Parent of EEE	Member
16.	Mr.S.Lova Raju	Parent of CSE	Member
17.	Mr.R.Veera Kumar	Parent of ECE	Member
18.	Mr.A.Srinivas Rao	Police Dept	Member
19.	Mr.KhajaMohiddin	Lawyer of court	Member
20.	Mr.Y R C S Narayana	PT	Member

Functions of Anti-Ragging Committee Act:

1. Allotting duties to the staff members in almost all vulnerable areas in the college (i.e canteen, parking places, play grounds etc) and ensure that staff members are present at any time at all the vulnerable locations to avoid ragging activities.
2. Taking precautionary method by means of continuous monitoring of CCTV Cameras and with the support of student volunteers at various locations like bus stops ,play grounds and boarding points to avoid ragging activities.
3. The faculty members can take the help of the student member as and when required and can also involve them in different activities relating to Anti-Ragging Committee.
4. Keep reminding students about the severe actions which could be taken against them if they are found involved or indulged in ragging.
5. Informing students about the affidavit and encourage students to fill and submit it in time.
6. Wide canvassing about Anti-Ragging should be done by displaying Flex, Posters and Boards in college premises and surrounding areas where there is a chance for ragging.
7. To take all necessary measures for prevention of Ragging inside the Hostels. assigning separate staff members for both Boys hostel and Girls hostel.
8. To ensure compliance with the provision of UGC regulation 2009 at the institute level.
9. For each ragging incident, the member person is supposed to prepare and submit a complete report including their remarks about the incident for further action to the Head of Anti-Ragging Committee
10. To offer services of counselling and create awareness among the students.
11. Grievance and Redressal committee members are also made as a part of these Anti-Ragging Activities.


PRINCIPAL



Ref: ACOE/AR/2022-23/SOP

Date: 08.07.2022

ANTI-RAGGING COMMITTEE

STANDARD OPERATING PROCEDURE (SOP)

FOR THE YEAR 2022-2023

1. Forming committees with representatives of all the groups viz., management, staff, parents & students.
2. Awareness programmes and distribution of Material on anti-ragging, for its strict implementation.
3. Orientation on Anti-Ragging rules and regulations shall be conducted explaining the role of management, faculty members, parents and students.
4. Keeping display boards in vulnerable places with necessary phone numbers.
5. Maintaining different time slots wherever it is necessary for fresher and seniors to avoid ragging viz., food courts, transportation etc.
6. Create total awareness to each student in the campus on Anti-ragging by way of display boards, banners, flexi etc., depicting instructions and laws & punishments applicable if any one involves in ragging.
7. Active participation of the committees in regular intervals pursuing whether ragging is taking place by surprise visits


CONVENER


PRINCIPAL



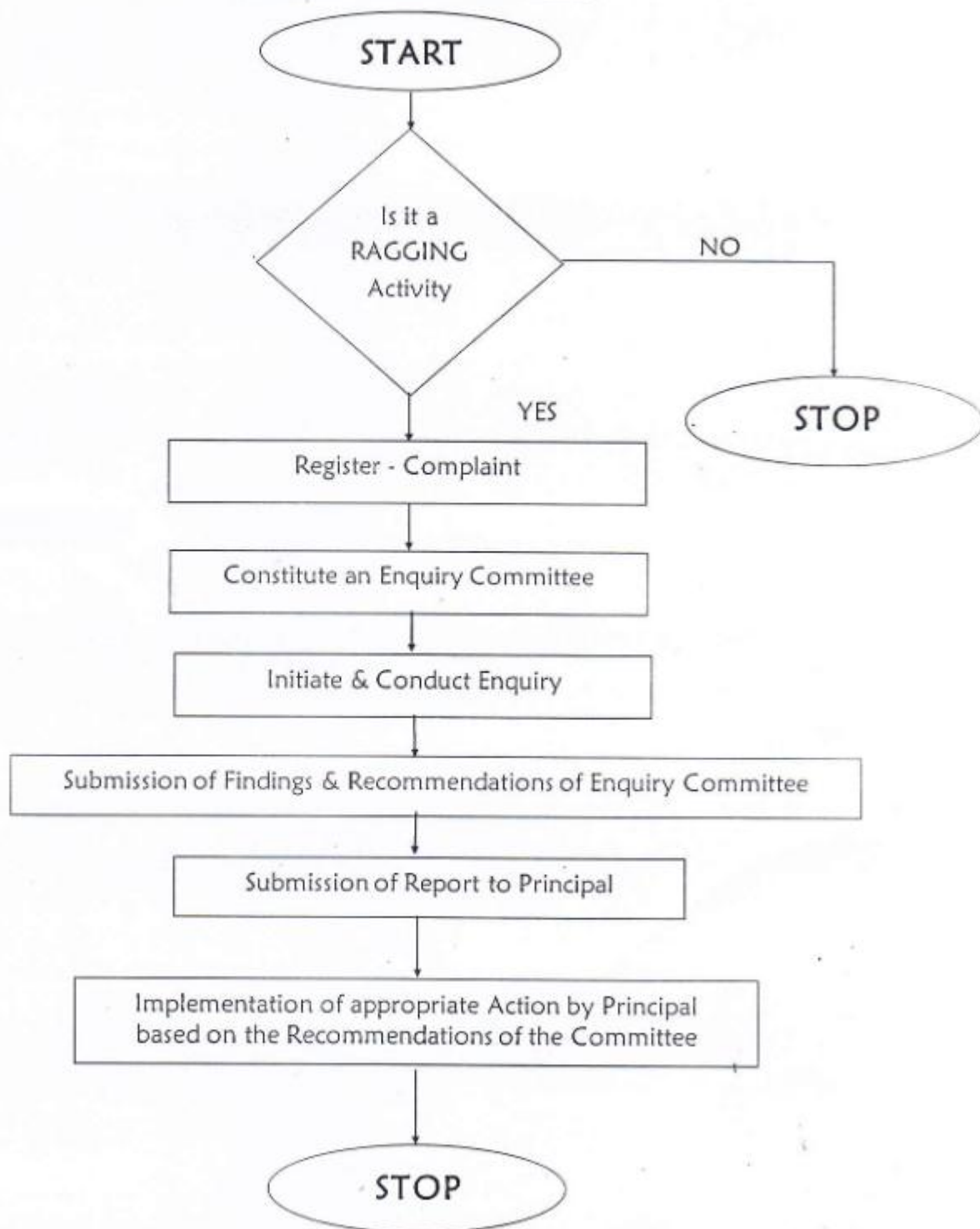
ADITYA COLLEGE OF ENGINEERING

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ANTI-RAGGING COMMITTEE



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ADITYA COLLEGE OF ENGINEERING

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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/AR/2022-23/CR

Date:15.07.2022

CIRCULAR

A meeting of the Anti Ragging Committee will be held on 17.07.2022 at 3:30 P.M in the Seminar Hall Room No: 101 of Ramanujan Bhavan. All the members of the Anti-Ragging Committee are requested to attend the meeting without fail.

AGENDA:

1. Approval of list of faculty deputed at various places to prevent ragging within the campus.
2. Approval of list of faculty deputed at various places to prevent ragging at Hostels, Canteen and at Bus boarding points.
3. Organizing Anti-Ragging Awareness camp for Senior students.
4. Discussion of Anti-Ragging rules and regulations given by supreme court, AICTE and AMAN organization and then to finalize the Standard Operating Procedure. The actions to be taken if any student is involved in Ragging.
5. Any other.


PRINCIPAL



Ref: ACOE/AR/2022-23/MOM

Date: 19.07.2022

ANTI-RAGGING COMMITTEE

Minutes of the Meeting held on 17th July'2022.

Date of Meeting	17.07.2022	Duration	03.30PM to 04.30PM
Venue	Seminar Hall Room No: 101 of Ramanujan Bhavan		
Reference	ACOE/AR/2022-23/MOM		

The meeting of the Anti-Ragging Committee constituted for the academic year 2022-2023 was held on 17.07.2021 at 3:30 P.M in the Seminar Hall Room No: 101 of Ramanujan Bhavan to discuss the agenda.

AGENDA:

1. Approval of list of faculty deputed at various places to prevent ragging within the campus.
2. Approval of list of faculty deputed at various places to prevent ragging at Hostels, Canteen and at Bus boarding points.
3. Organizing Anti Ragging Awareness camp to Senior students.
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5. Any other.

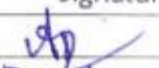







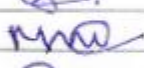

The meeting started by Dr.A.Ramesh the chairman of the committee by cordially welcoming the new committee members for the academic year 2022-23, and the meeting was carried forward on the agenda points.

The following resolutions are made:

1. It was unanimously decided that the college will strictly adopt the Anti Ragging rules and regulations given by Supreme Court, AICTE and AMAN organization and then to finalize the Standard Operating Procedure.
2. It is resolved that the phone numbers of the committee members are to be displayed in all the floors of the building for student's convenience.
3. It was decided that Phone numbers of the Principal, HOD's of all the Departments, Management members and Local Police officials must be displayed across the campus for student's convenience.
4. It is resolved that college maintains separate lunch timings for I year students and for II, III and IV year students.
5. It is resolved that Anti Ragging Awareness camp has to be planned for Senior students to remind them of the repercussions of ragging.
6. It is resolved that Anti-Ragging instructions and banners to be displayed at prominent places in the college to create awareness among the students regarding the punishments which would be levied if found guilty.
7. It is resolved that the committee will have surprise visits in probable areas of ragging such as Bus parking areas and at the canteen premises.
8. It is resolved that Separate transportation facility is provided for first year students who come by college bus.
9. It is resolved that every college bus has a faculty in-charge, who supervises the students.
10. It is resolved that committee monitors the students during early hours, lunch break, after college hours to avoid any sort of student gatherings.
11. It is resolved that Special care is taken for I year students initially to avoid any kind of ragging.

Finally the committee decided the list of faculty at various boarding points and the meeting came to an end by proposing vote of thanks by the convener

The following members are present:

S.NO.	Name of the Person	Designation	Signature
1.	Dr.A.Ramesh	Principal	
2.	Dr.B.Annapurna	Assoc.Prof. CSE	B. Annapurna
3.	Mr.G.Veera Pandu	Assoc.Prof. ECE	
4.	Mrs.K.Lakshmi	Sr.Asst. Prof. EEE	
5.	Dr.M.AnajiBabu	Sr.Asst. Prof. ME	
6.	Dr.V.Swamynadh	Assoc.Prof. CIVIL	
7.	Mrs. Mary Jyothi	Asst.Prof. H&BS	
8.	Mrs.P.Sridevi	Asst.Prof. of MBA	
9.	Mr.M.N. Murty	Student of CSE	N. Murthy
10.	Miss.S.Ratna Kumari	Student of EEE	S. Ratna Kumari
11.	Mr.A.Phani Kumar	Student of ECE	A. Phani Kumar
12.	Mr.Y.R.Reddy	Student of MECH	Y. Reddy
13.	Mr.K.Kishore	Student of ECE	K. Kishore
14.	Miss.T.Alekhyia	Student of IOT	T. ALEKHIA
15.	Mr.K.Appa Rao	Parent of EEE	K. Appa Rao
16.	Mr.S.Lova Raju	Parent of CSE	S. Lova Raju
17.	Mr.R.Veera Kumar	Parent of ECE	R. Veera Kumar
18.	Mr.A.Srinivas Rao	Police Dept	
19.	Mr.KhajaMohiddin	Lawyer of court	
20.	Mr.Y R C S Narayana	PT	


PRINCIPAL

**DEPUTATION OF FACULTY FOR DIFFERENT POINTS TO PREVENT RAGGING
WITHIN CAMPUS**

S.NO	Name of the Faculty	Block Name
1	Mr.CH. Uma Phaneendra Kumar(EEE) Mr.CH. Naresh(CIVIL) Mr.Y K S Subba Rao(MECH) Mr.T. Srinivas(ECE) Mr.V. Chandra Sekhara Rao(CSE) Mr.P. Raja Sekhar Reddy(BSE)	Bus stand (Main Road)
2	Mr.Tamil Selvan(CIVIL) Mr.G.V. Ayyappa Swamy(MECH) Mr.N. Rajesh Babu(ECE) Mr.Dr. U.N.P. G. Raju(CSE) Mr.N. Punnapu Chandrudu(BSE)	Bus stand (Campus)
3	Mr.B.V.S.S.S. Gopal(EEE) Mr.B. Raghava Maheedhar(CIVIL) Mr. G. Meenakshi Sundaram(ECE) Mr.G. Ramanjaneya Raju(CSE) Mr.J. Bala Mohan Raju(BSE)	Security Gate
4	Mr.A.Sridhar(EEE) Mr.Syed Nizamuddin Khadri(CIVIL) Mr. R. Raman(ECE) Mr.N. Praveen(CSE) Mr.U. Abhishek Kumar(BSE)	Ramanujan Bhavan(3 rd Floor)
5	Mr.M.V. Kumar Reddy(EEE) Mr.U. Praveen Kumar(CIVIL) Dr. Marxim Rahula Bharathi B(MECH) Mr.M. Venkateswarlu(ECE) Mr.V. Veera Prasad(CSE) Mr.I. Manoj Krishna(BSE)	Ramanujan Bhavan(2 nd Floor)
6	Mr.U. V. Eswarudu(EEE) Mr.P. Satish(MECH) Mr.Ramesh(ECE) Mr.K. Bhanu Rajesh Naidu(CSE) Mr.R. Nanda Kumar(BSE)	Ramanujan Bhavan(1 st Floor)
7	Mr.M. Satyanarayana Raju(EEE) MsSangita De(CIVIL) Mr.M. Sarathchandra Prasad(MECH) Mr.M. Raghunath(ECE) Mr.M. Prem Kumar Reddy(BSE)	Canteen

**DEPUTATION OF FACULTY AT DIFFERENT POINTS TO PREVENT RAGGING
OUTSIDE THE CAMPUS AT DIFFERENT BUS BOARDING POINTS**

Department	Name of Staff	Village/Town	Boarding Point
ECE	Mr.K Sarath Babu	Rajupalem	Rajupalem
	Mr.P. Ramesh	Vetlapalem	Durga Temple Jonnaladoddi
	Mr.K.Chandra Sekhar	Ramachandrapuram	Drakharam Road
	Mr.S. Vinaya Kumar	Thorredu	Thorredu
	Mr.Kalesh Busa	Yanam	Old Bus Stand
	Mr.P.V.N.D.K. Kishore	Mallam	Mallam
EEE	Mr.B.V.S.S.S.Gopal	Ramachandrapuram	Market Centre
	Mr.K.K.Pavan Kumar	Jagampet	Devi Centre
	Mr.Pasala Sri Venkatesh	Turangi	Turangi Ricemill
	Mr.M.V.Kumar Reddy	Divili	Divili
CSE	Ms.A. Krishna Veni	Yanam	Patavala
	Mrs.A. Rama Devi	G.medapadu	G.medapadu
	Mr.N. Praveen	Kutukuluru	Kutukuluru
	Mr.V. Bala Sankar	Rajahmundry	Kambala Chervu
	Mrs.V. Anantha Lakshmi	Rajamundry	Rajamundry
	Mrs.N. Madhuri	Rajamundry	Balabhadrapuram
	Mr.G. Ramanjaneya Raju	Rajamundry	Godavari Gattu
	Mrs.T. Satya Kumari	Kakinada	Godarigunta
PT	Mr.V. Rajashekar	Anaparthi	Anaparthi
	Mr.S S V Vinay babu	Yanam	Yanam
	Mr.G L Papa Rao	Ravulapalem	Ravulapalem
	Mr.MVVS Anuprakash	Kakinada	Kakinada
BSE	Mrs. PSSR Sujatha	Kakinada	Pratap Nagar
	Mr. I M Krishna	Kakinada	Nagmalli Thota
	Mrs B.Jyothi	Kakinada	Banugudi
	Dr. Packiaraj G	Rajahmundry	Arts college
	Mr. Marneedi Srinivasu	Pithapuram	Pithapuram



PRINCIPAL



प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



University Grants Commission

विश्वविद्यालय अनुदान आयोग
(Ministry of Human Resource Development, Govt. of India)

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F.No. 14-4/2012(CPP-II)

7th December, 2018


PUBLIC NOTICE

ON

UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23rd March, 2013**. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email grmhei.2018@gmail.com on or before **31st December, 2018**.


(Prof. Rajnish Jain)

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002**

NOTIFICATION

F.No.14-4/2012 (CPP-II)

New Delhi, the __ October, 2018

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any

qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

(d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.

(e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;

(f) "grievances" include the following complaints of the aggrieved students, namely:

i. making admission contrary to merit determined in accordance with the declared admission policy of the institution;

irregularity in the admission process adopted by the institution;

iii. refusing admission in accordance with the declared admission policy of the institution;

non publication of prospectus, (either hard copy / online) as specified in these regulations;

v. publishing any information in the prospectus, which is false or misleading, and not based on facts;

vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;

vii. demand of money in excess of that specified in the declared admission policy to be charged by such institution;

- viii. breach in reservation policy in admission as may be applicable;
 - ix. nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
 - x. delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
 - xi. on provision of student amenities as may have been promised or required to be provided by the institution;
 - xii. non transparent or unfair evaluation practices;
 - xiii. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
 - (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
 - (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
 - (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
 - (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
 - (l) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
 - (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached,

(n) "Ombudsperson" means the Ombudsperson appointed under these regulations;

(o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:

i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:

(a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

(b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;

(c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;

(d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

4. GRIEVANCE REDRESSAL COMMITTEES (GRC):

A. Department Grievance Redressal Committee (DGRC)

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
 - a) Head of the Department / School / Center – Chairperson
 - b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
 - c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

B. Institutional Grievance Redressal Committee (IGRC)

- (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
- (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular / visiting ----- and teaching experience of every member of its teaching faculty.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.
- (k) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its

- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
 - (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI – Chairperson.
 - (b) Dean of students/Dean, Students Welfare
 - (c) Two senior academicians other than Chairperson.
 - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The IGRC shall follow the principles of natural justice while deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 workings days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii) The IGRC shall provide a copy of the report to the aggrieved person(s).

C. College Grievance Redressal Committee (CGRC)

- (i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:
 - a) Principal of the college -Chairperson
 - b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

D. University Grievance Redressal Committee (UGRC)

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :
 - a) A senior Professor of the university – Chairperson
 - b) Dean, Student Welfare or its equivalent - Member
 - c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.

(iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.

(v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.

E Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

(i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.

(ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.

(iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.

(iv) The Ombudsperson, or any member of his immediate family shall not -

(a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;

(b) have any significant relationship, including personal, family, professional or financial, with the university;

(c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of the Governor of the State or his nominee - Chairperson
 - (b) Vice-Chancellor of a University of State to be nominated by the State Government – Member
 - (c) Vice-Chancellor of the concerned State University – Member
 - (d) Registrar of the concerned State University – Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of University Grants Commission – Chairperson
- (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

- (c) The Vice Chancellor of the university – Member
 - (d) The Registrar of the university – Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.

- (ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

6. FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;
- (ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- (iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- (ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.

- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- (x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

9. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal

Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- (g) recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

(Prof. Rajnish Jain)
Secretary



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Ref: ACOE/GRC/2022-23/Constitution of Grievance Redressal Committee

06-07-2022

CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

The undersigned is pleased to constitute the Grievance Redressal Committee with the following members for the academic year 2022-2023 to provide healthy environment and transparency within the campus.

The committee was constituted as the following:

S.No.	Name	Designation	Role
1	Dr. A. Ramesh	Principal	Chairman
2	Dr. U.S.B.K.Maha Lakshmi	Professor- ECE	Convener
3	Mrs. Y. Sugandhi Naidu	Assistant Professor-ECE	Co-ordinator
4	Mr.K.Manoj Kumar Reddy	HOD-EEE	Member
5	Dr.Y.K.Subba Rao	HOD-MECH	Member
6	Mrs. Mary Jyothi	Assistant Professor- H&BS	Member
7	Dr. B. Annapurna	Associate Professor- CSE	Member
8	Ms.K.Manasa	Assistant Professor- CIVIL	Member
9	Ms.Y.Harika (20MH5A0115)	VI year B. Tech. (CIVIL)	Student member
10	Ms.A. Kalyani(20MH1A0403)	III year B. Tech. (ECE)	Student member
11	Mr. G. Satish (20MH1A0515)	III year B. Tech. (CSE)	Student member
12	Mr. Sai Lakshman (20MH1A0217)	III year B. Tech.(EEE)	Student member
13	Mr. N. Ashok (20MH1A0320)	III year B. Tech. (MECH)	Student member
14	Mr. S.Sai Santosh(20MH1A0456)	III year B. Tech. (ECE)	Student member
15	Mr. K. N. Pavan (20MH1A4232)	III year B. Tech. (AIML)	Student member

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Standard Operating Procedure (SOP) for Grievance Redressal Committee

1. **COMMITMENT:** The college administration has decided to maintain Grievance redressal committee with senior faculty members to provide healthy environment and transparency with in the campus.
2. **SCOPE:** Grievance redressal committee which shall be responsible for resolving grievances related to academic/non-academic issues received from the students/faculty in a stipulated time period by maintaining necessary confidentiality.
3. **OBJECTIVES:**
 - i.To solve students / faculty grievances regarding academic and administrative problems.
 - ii.To inculcate the students/faculty such that they will be able to submit their complaints through complaint box/suggestion box (or) oral or online.
 - iii.To do a proper investigation and prepare an analysis report regarding the nature and pattern of the grievances in strictly confidential manner.
 - iv.To ensure efficient solution to the students /faculty grievances with a fair and impartial approach.
 - v.To make students/faculty as active members to co-ordinate between the different departments and sections.
4. **GRIEVANCE REDRESSAL PROCEDURE:**
 1. **Grievance Submission:** Any student/faculty with a grievance will submit through any of the following methods:
 - i. Complaint box/ Suggestion box
 - ii. Email at(grievance_cell@acoe.edu.in)
 - iii. In person submit at the grievance redressal cell (or) through HOD
 2. **General information:** Send a notice to the students/faculty that grievances will be collected from the complaint box on 1st&3rd Saturday of every month.

In case of online submission the sender will receive an instant auto generated acknowledgment receipt.
 3. **Clustering:** Grievance redressal committee categorize the grievances like academic related issues, hospitality, general administration, amenities and maintenance, other related issues.
 4. **Call for meeting:** Grievance redressal committee convener shall fix a date for meeting and forward a circular to committee members and students to attend a

meeting without fail.

5. Investigation: Grievance redressal committee take necessary steps to conduct an investigation in fair & impartial way to prepare an investigation report.

6. Final decision: After the investigation the committee will review the report and use its best efforts to work out a solution for the issues.

7. Communicating the decision: After completion of proceedings, the Grievance redressal committee forwards the final recommendations to the convener. The convener forwards it to the Principal for authentication.

8. Monitoring: Grievance redressal committee monitors and ensures redressal with in the stipulated time period. Depending up on the seriousness of grievances the committee will follow them up regularly till their final disposal.

9. Feedback: Grievance redressal committee will collect formal feedback from students time to time on account for reviewing and improving the grievance handling and redressal process.

5. FREQUENCY OF MEETINGS: In general, two meeting of GRC will be conducted in an academic year or when required or when grievance received.

CONVENER-GRC

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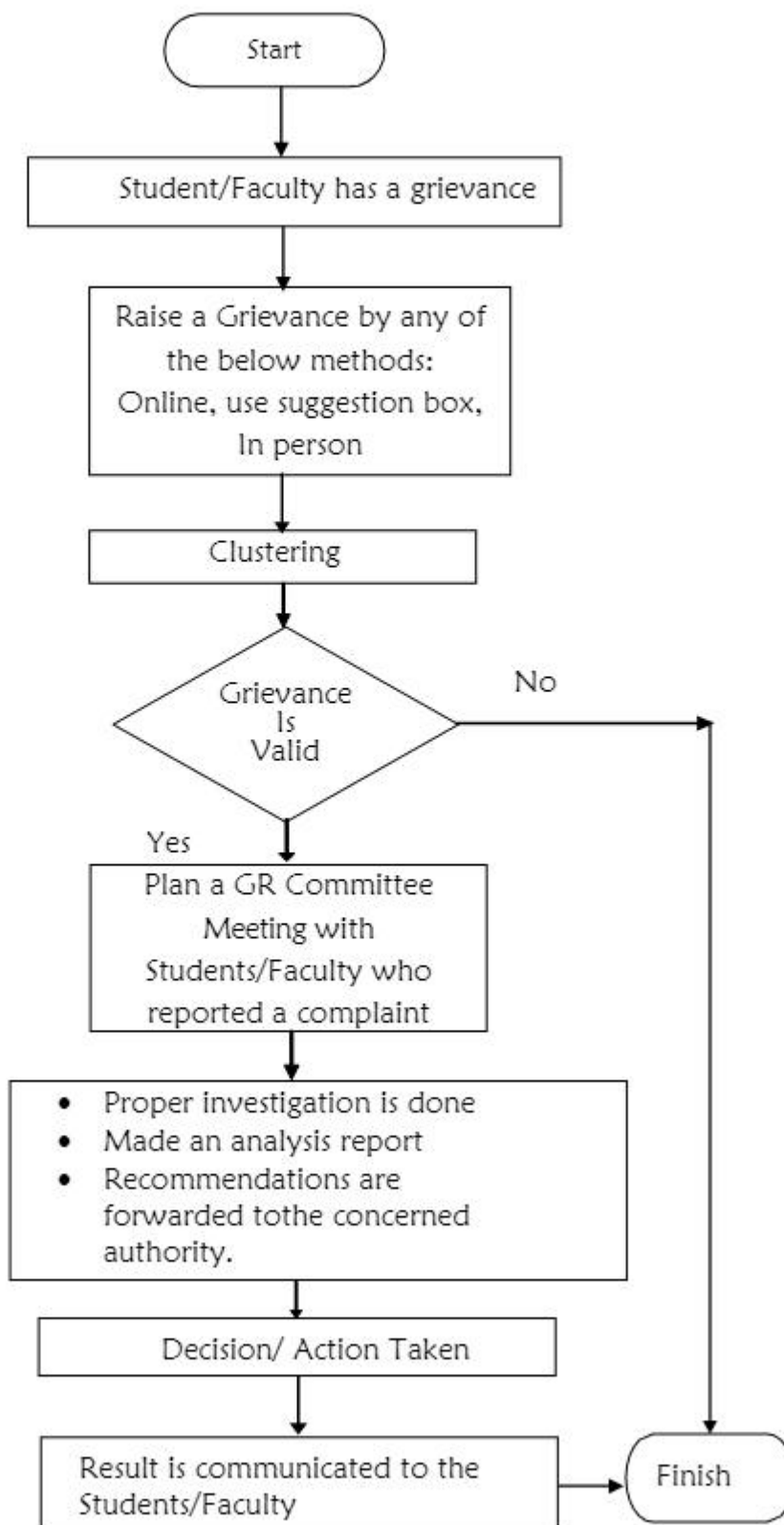


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FLOW CHART OF SOP-GRC



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION NOTIFICATION

New Delhi, the 22nd March, 2021

F. No. 1-103/AICTE/PGRC/Regulation/2021.—In exercise of the power conferred under clause (1) of Section 23 of the All India Council for Technical Education, Act, 1987 (52 of 1987), the All India Council for Technical Education makes the following Regulations, namely:

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- a. These Regulations shall be called as the **All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021.**
- b. They shall apply to all Technical Institutions recognized or approved by the All India Council for Technical Education as per Section 10(k) of the All India Council for Technical Education Act, 1987.
- c. They shall come into force from the date of their publication in the Official Gazette.

2. OBJECTIVE:

To provide opportunities for redressal of certain grievances of Faculty/Staff Members already appointed in any institution, as well as those seeking appointment to such institutions, and a mechanism thereto.

3. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- (a) "Act" means the All India Council for Technical Education Act, 1987;
- (b) "Council" means the All India Council for Technical Education
- (c) "UGC" means University Grants Commission
- (d) "University" means a university established or incorporated by or under a Central Act or State Act and includes an institution deemed to be university declared as such under section 3 of the UGC Act, 1956.
- (e) "State" means a State specified in the First Schedule to the Constitution of India and includes a Union territory;
- (f) "Technical Education" means programs of education as defined under section 2(g) of the All India Council for Technical Education, Act, 1987;
- (g) "Technical Institution" means an Institution as defined under section 2(h) of the All India Council for Technical Education, Act, 1987;
- (h) "aggrieved Faculty/Staff Member" means a Faculty & Staff Member, who has any complaint in the matters relating to or connected with the grievances defined under these Regulations.
- (i) "Grievance" means and includes, complaint(s) made by an aggrieved Faculty/Staff Member(s) in respect of the following service related matters namely:
 - i. withholding of, or refusal to return, any document in the form of certificates of degree, diploma, experience certificate, relieving order or any other award or other document deposited for the purpose of seeking appointment in such institution;
 - ii. non-payment of salaries/wages and/or benefits or any other allowances or dues etc. during services or retirement/resignation, as the case may be;
 - iii. Discrepancies between their wages and or benefits and other members of staff in similar roles/post/experience.
 - iv. termination without giving any reason or notice or memorandum;
 - v. non-payment of gratuity amount as per prevailing Govt. rules in force on resignation, retirement; and

vi. any other liability which is directly connected with their service and causing financial loss or any harm or trauma.

(j) "Grievance Redressal Committee" means a Committee constituted under these Regulations;

4. GRIEVANCE REDRESSAL COMMITTEE (GRC):

- (i) It is mandatory for all Technical Institutions to address the grievance of faculty/staff members including service matters at the Institution level itself. A Grievance Redressal Committee (GRC) for faculty/staff members shall be constituted by each Institution to look into the grievance of the faculty/staff members. The composition of the GRC shall be as follows:
 - a. Principal of the Institution as Chairperson
 - b. One Senior Professor of the affiliating University as a Member,
 - c. One Official from University or State DTE (Directorate of Technical Education) (to be nominated by DTE/University Vice Chancellor) as Member,
 - d. One Senior Faculty (not below Associate Professor) as Member.
 - (ii) A complaint from an aggrieved faculty/staff member relating to the institution shall be addressed to the Chairperson, Grievance Redressal Committee (GRC).
 - (iii) The GRC shall send its report with recommendations, if any, to the concerned DTE or University and a copy thereof to the aggrieved faculty/staff member, within a period of 15 days from the date of receipt of the complaint.
 - (iv) In case faculty/staff is not satisfied with the decision of Grievance Redressal Committee, they may appeal to the concerned affiliating University/State DTE (in case of diploma institutes) for redressal of their grievances.
5. The University level or DTE level Grievance Redressal Cell established by the University or DTE shall address such grievances and settle the matter at State/University level.
- 6. INFORMATION REGARDING GRIEVANCE REDRESSAL COMMITTEE:**
- An institution shall furnish, prominently, on its website, all relevant information in respect of the Grievance Redressal Committee(s) coming in its purview.

Prof. RAJIVE KUMAR, Member-Secy.

[ADVT.-III/4/Exty./558/2020-21]



ADITYA COLLEGE OF ENGINEERING

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Ref: ACOE/GRC/2022-23/CG

06-07-2022

COLLEGE GUIDELINES FOR GRIEVANCE REDRESSAL COMMITTEE

1. **COMMITMENT:** The college administration has decided to maintain Grievance redressal committee with senior faculty members to provide healthy environment and transparency with in the campus.
2. **SCOPE:** Grievance redressal committee which shall be responsible for resolving grievances related to academic/non-academic issues received from the students/faculty in a stipulated time period by maintaining necessary confidentiality.
3. **OBJECTIVES:**

- i. To solve students/faculty grievances regarding academic and administrative problems.
- ii. To inculcate the students/faculty such that they will be able to submit their complaints through complaint box/suggestion box (or) oral or online.
- iii. To do a proper investigation and prepare an analysis report regarding the nature and pattern of the grievances in strictly confidential manner.
- iv. To ensure efficient solution to the students/faculty grievances with a fair and impartial approach.
- v. To make students/faculty as active members to co-ordinate between the different departments and sections.

4. **GRIEVANCE REDRESSAL PROCEDURE:**

I. Grievance Submission: Any student/faculty with a grievance will submit through any of the following methods:

- i. Complaint box/ Suggestion box
- ii. Email at(grievance_cell@acoe.edu.in)
- iii. In person submit at the grievance redressal cell (or) through HOD

2. General information: Send a notice to the students/faculty that grievances will be collected from the complaint box on 1st & 3rd Saturday of every month.

In case of online submission, the sender will receive an instant auto generated acknowledgment receipt.

3. Clustering: Grievance redressal committee categorize the grievances like

academic related issues, hospitality, general administration, amenities and maintenance, other related issues.

4. Call for meeting: Grievance redressal committee convener shall fix a date for meeting and forward a circular to committee members and students to attend a meeting without fail.

5. Investigation: Grievance redressal committee take necessary steps to investigate in fair & impartial way to prepare an investigation report.

6. Final decision: After the investigation the committee will review the report and use its best efforts to work out a solution for the issues.

7. Communicating the decision: After completion of proceedings, the Grievance redressal committee forwards the final recommendations to the convener. The convener forwards it to the principal for authentication.

8. Monitoring: Grievance redressal committee monitors and ensures redressal within the stipulated time period. Depending upon the seriousness of grievances the committee will follow them up regularly till their final disposal.

9. Feedback: Grievance redressal committee will collect formal feedback from student's time to time on account for reviewing and improving the grievance handling and redressal process.

5. FREQUENCY OF MEETINGS: In general, two meetings of GRC will be conducted in an academic year or when required or when grievance received.



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Ref: ACOE/GRC/2022-23/Constitution of Grievance Redressal Committee

06-07-2022

CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

FOR THE YEAR 2022-2023

CIRCULAR

As per AICTE & JNTUK University guidelines the Student's Grievance Redressal Cell was formed to resolve the issues of students, those who come from various backgrounds to study face a lot of problems. Beside a few distractions are available to take them off their path of learning. The committee is as follows.

Grievance and redressal Committee(GRC):

S.No.	Name	Designation	Mobile No	E-Mail id	Address
1	Dr. A. Ramesh	Principal	9000476662	principal@acoe.edu.in	Peddapuram
2	Mrs. Y. Sugandhi Naidu	Asst Prof	7731915407	sugnadhi_ece@acoe.edu.in	Kakinada.
3	Mr.K.Manoj Kumar Reddy	HOD	7731829995	hodeee@acoe.edu.in	Peddapuram.
4	Dr.Y.K.Subba Rao	HOD	7396659639	hodmech@acoe.edu.in	Rajahmundry.
5	Mrs. Mary Jyothi	Asst Prof	9951694318	maryjyothi_bse@acoe.edu.in	Peddapuram.
6	Dr. B. Annapurna	Assoc Prof	9440896722	annapurna_cse@acoe.edu.in	Eluru.
7	Ms.K.Manasa	Asst Prof	8500808990	manasa_civil@acoe.edu.in	Kakinada.
8	Mrs.P.Sridevi	Asst Prof	9445871863	sridevip_me@acoe.edu.in	Surampalem.
9	Mr.N.Ashok	Student Representative	8985475858	ashokn@gmail.com	Timmapuram.




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Aditya College of Engineering
SURAMPALAM - 533 437

Functions and responsibilities:

- To look into the complaints raised by the students.
- To welcome the suggestions on improving the facilities.
- To investigate the grievances of students in respect of various issues.
- Grievance redressal committee categorize the grievances like academic related issues, hospitality, general administration, amenities and maintenance, other related issues.
- To forward the finding to the management if necessary for further actions.



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Ref: ACOE/GC/2022-23/1/Circular

20-09-2022

MINUTES OF THE MEETING CIRCULAR

All the members of the Grievance Redressal Committee are hereby informed that a meeting will be held on 22nd Sept.2022 at 11.00AM in the Conference room, Ramanujan Bhavan with the following agenda:

AGENDA

1. Student/Faculty grievances.
2. To discuss the following issues and resolve the same.
 - i. Food quality
 - ii. Wash room cleanliness
 - iii. A/C facility in computer lab
 - iv. Sanitizer bottles & Stand
 - v. Reference books
 - vi. Library hours
 - vii. Dust bins
 - viii. Projector cable
 - ix. Waiting hall maintenance
 - x. Lockers
 - xi. Class room cleanliness
 - xii. Wi-Fi facility
 - xiii. Desk broken

CONVENER-GRC

Cc to: All members of GRC




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Ref: ACOE/GRC/2022-23/2/Minutes

22-09-2022

MINUTES OF GRIEVANCE REDRESSAL COMMITTEE

AY 2022-23

Date of meeting	22 nd sept 2022	Duration	11.00 AM to 12.00PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/GRC/2022-23/1/Circular dated 20 th Sept. 2022		

The meeting of Grievance Redressal Committee of Aditya College of Engineering held on 22nd Sept. 2022 with the following agenda:

1. Student/Faculty grievances.
2. To discuss the following issues and resolve the same.
3. Projector cable
4. Lab Sanitization
5. Library hours
6. Dust bins
7. Projector cable
8. Waiting hall maintenance
9. Wash room cleanliness
10. Class room cleanliness

All of the members were given a warm welcome by the GRC Chairman sir. The meeting of Grievance Redressal Committee was commenced with the welcome note by Convener -GRC, Dr. U. S. B. K. Maha Lakshmi to all the members present. The conversation commenced after the Convener presented the agenda and recommendations and asked the Chairman to clarify any points. The agenda items were discussed, and decisions were made. Further, the chairman studied and talked about the agenda items while taking them into consideration.

The Chairman-GRC welcomed all the members to the meeting. Further, Chairman reviewed and discussed about the points of agenda by considering the points of agenda.


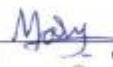
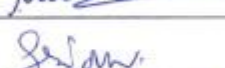
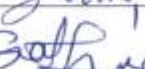
MINUTES AND RESOLUTIONS

1. The grievance redressal committee discussed about list of grievances received and the redressal approach adopted for timely sorting out the issues.
2. The grievance redressal committee recommends the convener to prepare a consolidate report on the grievances reported.

The Chairman suggested the convener to maintain an activity diary and to get the feedback from the students who submitted the grievances. Finally the Chairman and the Convener thanked all the members present for their dedication and commitment in carrying out system successfully.

The meeting was concluded with thanks to the Chair

Members attended the meeting on 22th sept. 2022

S.No	Name	Designation	Signature
1	Dr.A.Ramesh	Principal	
2	Mrs. Y. Sugandhi Naidu	Asst Prof	
3	Mr.K.Manoj Kumar Reddy	HOD	
4	Dr.Y.K.Subba Rao	HOD	
5	Mrs. Mary Jyothi	Asst Prof	
6	Dr. B. Annapurna	Assoc Prof	
7	Ms.K.Manasa	Asst Prof	
8	Mrs.P.Sridevi	Asst Prof	
9	Mr. G. Satish	Student Representative	

CONVENER-GRC




PRINCIPAL

PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437



अखिल भारतीय तकनीकी शिक्षा परिषद्
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(भारत सरकार का एक सांविधिक निकाय) (A STATUTORY BODY OF THE GOVT. OF INDIA)

F. No. 104-10/B1/Admn(s)/2010/2244

Dated : 10th August, 2015

OFFICE ORDER

In Partial Modification of this Office Order No. 104-10/B1/ Admn(S)/ 2010/ 1311 dated 04/05/2010 and subsequent Office Order No. 104-10/ B1/ Admn(S)/ 2010/1154 dated 13th /16th April 2015, the Competent Authority in the Council hereby reconstitute the following Internal Complaint Committee (ICC) under the provisions of Section 4 of Sexual Harassment of Women at Workplace Prevention, Prohibition and Redressal Act, 2013:

- (1) **Mrs. Vinita Arya**, Director RIFD/ Finance, AICTE - Presiding Officer;
- (2) **Mrs. G. Manushree**, Dy Director, Approval, AICTE - Internal Member;
- (3) **Mr. Rahul Garg**, Assistant Director (UB), AICTE - Internal Member;
- (4) **Mrs. Arunima Dwivedi**, Advocate, Supreme Court of India, Chamber no. 358, Lawyers Chamber, Block No. I, New Delhi-110003 - Outside Member familiar with Sexual Harassment issues.

The Committee should also make an Annual Report of the complaints and action taken by them to be submitted to Ministry of Human Resource Development, Department of Higher Education, (Technical Section-II), Shastri Bhavan, New Delhi.

The Non-Official (at Sl.No-4 above) shall be paid TA/DA and Honorarium for attending the Committee Meeting as per AICTE Rules.

This is issued with the approval of Competent Authority.


(R. Balamurugan) 10/08/2015
Assistant Director (Admn)

- To,
1. Smt. Vinita Arya, Director RIFD/Finance, AICTE HQRS, New Delhi.
 2. Smt. G. Manushree, Dy. Director, Approval, AICTE Hqrs, New Delhi,
 3. Mr. Rahul Garg, Assistant Director, University Bureau, AICTE, New Delhi,
 4. Mrs. Arunima Dwivedi, Advocate, Supreme Court of India, Chamber No. 358, Lawyers Chamber, Block No. I, New Delhi-110003

- CC to:
1. PS to Chairman/VCM/ MS;
 2. All Bureau Heads, AICTE;
 3. All Regional & Camp Offices of AICTE;
 4. Under Secretary (TC), Technical Section-II, Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001
 5. Sr. A.O. (Per)/A.O. (Adm. III)/CE/Hindi Cell for translation in Hindi
 6. Office Order File/ Notice Board.

No. 19-8/2014-WW
Government of India
Ministry of Women & Child Development

File No. 23421 / Secy (HE)
Date: 25/02/15
New Delhi, Shastri Bhawan
Dated: 11th February, 2015

OFFICE MEMORANDUM

Subject: Selection of Internal Complaint Committee members as per the provision of Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

The undersigned is directed to state that Government of India has enacted Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the Act) to provide a safe and secure environment to women at the workplace. The Act has come into force on 9th December 2013.

2. The Act under section 4 casts an obligation upon all the employers to constitute Internal Complaint Committee by an order in writing for receiving complaints of sexual harassment. The qualifications of Chairperson and other Members of ICC are provided under Section 4(2) of the Act.
3. Earlier this Ministry vide its O.M. dated 12th November, 2014 had requested all the Central Ministries/Departments to provide information about the constitution of Internal Complaint Committees within their respective Ministries/Departments along with PSUs and other attached offices/units. On perusal of details of the ICC provided by various Ministries/Department, it is observed that the ICC constituted within various Ministries/Departments are not as per laid down provisions under the Act. In some cases there are less number of women members than prescribed. Further members of Non-governmental Organisation has not been included. It has also been noticed that Internal Complaint Committees were constituted in some Ministries/Departments before the enforcement of the Act i.e 9th December, 2013 which are required to be re-constituted.
4. Hence, it is requested to kindly re-constitute the same by adhering to the prescribed criteria laid down in section 4(2) of the Act. A copy of the Act and Rules framed there under are enclosed herewith for reference.

(Lopamudra Mohanty)
Director
Tel. No. 23074215

To
The Secretaries of Ministries/Departments to the Government of India
(As per list attached)

For vigilance Branch.

R
27/2/2015

US (y/g)

26/2/2015

SO (Vig)

Dy. No. 354/Vig. 1205
05-03-15

S-on to
JSCA

26/2

JSCA

US (y/g)

[19] 11-10-5/2013-367(367)

॥ श्रीगुरुभ्यो नमः ॥

New Delhi, the 9th December, 2011

1. **Short title and commencement.** (1) These rules may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2011.

(a) "Act" means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);

(b) "complaint" means the complaint made under section 9:

(c) "Complaints Committee" means the Internal Committee or the Local Committee, as the case may be;

(d) "incident" means an incident of sexual harassment as defined in clause (n) of section 2;

(c) "section" means a section of the Act;

(f) "special educator" means a person trained in communication with people with special needs in a way that addresses their individual differences and needs;

(g) words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. **Fees or allowances for Member of Internal Committee.**— (1) The Member appointed from amongst non-government organisations shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the Internal Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

The employer shall be responsible for the payment of allowances referred to in sub-rule (1).

4. **Person familiar with issues relating to sexual harassment.**— Person familiar with the issues relating to sexual harassment for the purpose of clause (c) of sub-section (1) of section 7 shall be a person who has expertise on issues relating to sexual harassment and may include any of the following:

(a) a social worker with at least five years' experience in the field of social work which leads to creation of societal conditions favourable towards empowerment of women and in particular in addressing workplace sexual harassment;

(b) a person who is familiar with labour, service, civil or criminal law.

1. Fees or allowances for Chairperson and Members of Local Committee:— (1) The Chairperson of the Local Committee shall be entitled to an allowance of two hundred and fifty rupees per day for holding the proceedings of the said Committee.

(2) The Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) of section 7 shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the said Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

The District Officer shall be responsible for the payment of allowances referred to in sub rules (1) and (2).

b. Complaint of sexual harassment. For the purpose of subsection (2) of Section 9,

(ii) where the aggrieved woman is unable to make a complaint on account of her physical infirmity, a complaint may be filed by -



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Ref: ACOE/ICC-ABHAYA/2022-23/CG

11-07-2022

COLLEGE GUIDELINES

FOR

INTERNAL COMPLAINTS COMMITTEE – ABHAYA

Aditya College of Engineering (ACOE) had initiated “Prevention of Sexual Harassment-ABHAYA” cell initially and the activities and events were carried till AY 2022-23. This cell is renamed as “Internal Complaints Committee-ABHAYA” from AY 2022-23. ICC-ABHAYA adopts the standard operating procedure (SOP) as per the guidelines provided by the statutory body, AICTE.

Aditya College of Engineering (ACOE) is committed to provide safe academic and working environment to all the students and its women employees. As per the guidelines of Supreme Court, UGC, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaints Committee has been established by the College with the following objectives.

Objectives:

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

1. To develop a policy against sexual harassment of women at the Institute.
2. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the Institute.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
5. To create a secure physical and social environment to deter any act of sexual harassment.

6. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

1. Short title, application, and commencement-

(1) These regulations are provided by the **All India Council for Technical Education** (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Educational Institutions) Regulations, 2016.

(2) They shall apply to all technical Institutions in India.

2. Definitions-In these regulations, unless the context otherwise requires, -

(a) "Aggrieved Woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);

(c) "Campus" means the location or the land on which a Technical Institution (TI) and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centers, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centers, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the TI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short- term placements, places used for camps , cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the TI;

(d) "Council" means the All India Council for Technical Education established under section 3(Chapter 1 of All India Council for Technical Education Act, 1987 (52 of 1987) ;

(e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;

(f) "employee" means a person duly employed by the TI and also trainee, apprentice (or called by another name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;

(g) "Executive Authority" means the chief executive authority of the TI, by whatever name called, in which the general administration of the TI is vested;

(h) "Technical Institution" (TI) means an AICTE approved Institution;

(i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an TI under sub regulation (1) of regulation 4 of these regulations and shall include any duly constituted Body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)); Provided that in the latter case the TI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

(j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;

(k) "Sexual harassment" means-

(i) An unwanted conduct with sexual undertones which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:—

(a) Any unwelcome physical, verbal or non-verbal conduct of sexual nature;

(b) Demand or request for sexual favours;

(c) Making sexually coloured remarks;

(d) Physical contact and advances; or

(e) Showing pornography; and

(ii) Any one (or more than one or all) of the following circumstances, if it occurs or is present in

relation or connected with any behaviour that has explicit or implicit sexual undertones-

- (a) Implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) Implied or explicit threat of detrimental treatment in the conduct of work;
- (c) Implied or explicit threat about the present or future status of the person concerned;
- (d) Creating an intimidating offensive or hostile learning environment;
- (e) Humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

(l) "student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short- term training programmes in a TI:

Provided that a student who is a participant in any of the activities in a TI other than the TI where

such student is enrolled shall be treated as a student of that TI where any incident of sexual

harassment takes place against such student;

(m) "third Party Harassment" refers to a situation where sexual harassment occurs as a result of an actor omission by any third party or outsider, who is not an employee or a student of the TI, but a visitor to the TI in some other capacity or for some other purpose or reason;

(n) "Victimization" means any unfavorable treatment meted out to a person with an implicit or

explicit intention to obtain sexual favour;

(o) "Workplace" means the campus of a TI, including-

(a) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate TIs ;

(b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in TIs;

(c) any place visited by the employee arising out of or during the course of employment

including transportation provided by the employer for undertaking such journey for study in TIs.

3. Responsibilities of the Technical Institution-

3.1 Every TI shall,-

- (a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the women employees and the students, and modify its ordinances and rules in consonance with the requirements of the Act;
- (b) Publicly notify the provisions against sexual harassment and ensure their wide-dissemination;
- (c) Organize Training Programmes or, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- (d) Act decisively against all gender-based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- (e) Publicly commit itself to a zero-tolerance policy towards sexual harassment;
- (f) Reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (g) Create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- (h) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of

Internal Complaints Committee, complaints procedure and so on. Wherever a Gender Sensitization Committee against Sexual Harassment (GSCASH) already exists it must be brought additionally in consonance with the composition mandated by the Act;

(i) inform employees and students of the recourse available to them if they are victims of sexual harassment;

(j) Organize regular orientation or training programmes for the members of the ICC or GSCASH to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;

(k) Proactively move to curb all forms of harassment of employees and students whether it is from

those in a dominant power or hierarchical relationship within TIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the TI;

(l) be responsible to bring those guilty of sexual harassment against its employees and students to

book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC or GSCASH to curb and prevent sexual harassment on its campus.

(m) Treat sexual harassment as misconduct under service rules and initiate action for misconduct if

the perpetrator is an employee;

(n) Treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;

(o) Ensure compliance with the provisions of these regulations, including appointment of ICC, Within a period of sixty days from the date of publication of these regulations;

(p) Monitor the timely submission of reports by the ICC or GSCASH;

(q) Prepare an annual status report with details on the number of cases filed and their disposal and

submit the same to the Council.

3.2 Supportive measures-

(1) the rules, regulations or any such other instrument by which ICC or GSCASH shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of the TIs must mandatorily extend full support to see that there commendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable the TIs must ensure

that the guidelines for ethics for Research Supervision are put in place.

(5) All TIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.

(6) Orientation courses conducted in TIs for administrators must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the TI community.

(7) Counselling services must be institutionalized in all TIs and must have well trained full-time counsellors.

(8) Many TIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.

(9) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.

(10) TIs must ensure reliable public transport, especially within large campuses between different sections of the TI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Shuttle buses must be provided to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.

(11) TIs must build requisite women's hostels, which is a priority area. For the growing population of young women wishing to access higher education, hostel accommodation

is a necessity in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds,

(12) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.

(13) Adequate health facilities are equally mandatory for all TIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.

(14) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmers in consultation with ICCs and help to disseminate anti- sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.

(15) Hostel Wardens, Provosts, Principals, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.



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Ref: ACOE/ICC-ABHAYA/2022-23/Constitution

06-07-2022

CONSTITUTION OF INTERNAL COMPLAINT COMMITTEE FOR THE YEAR 2022-2023

CIRCULAR

“Prevention of Sexual Harassment” committee is renamed as “Internal Complaint Committee (ABHAYA)”. The Presiding Officer of Aditya College of Engineering is requested to go through the guidelines of AICTE and plan for the events and activities accordingly. The following members constituted ICC by following the guidelines of AICTE.

Members of the ICC & Tenure

S. No.	Name	Designation	Mobile No.	Email Address	Address
1	Ms S. Swetha Radha	Assc. Prof	9949485859	swetha_mech@acoe.edu.in	Danavaipeta, Rajahmundry
2	Ms P. Sridevi	Asst. Prof	9603783773	sreedevi_mech@acoe.edu.in	Ashok Nagar, Kakinada
3	Ms.N.Sugandhi Naidu	Asst.Prof	7731915407	sugandhi_ece@acoe.edu.in	Ramayya nagar, Kakinada.
4	Ms. Kambapati Lakshmi	Assoc. Prof	9160077441	lakshmi_eee@acoe.edu.in	Banugudi.
5	Ms. T. Satyakumari	Asst. Prof	9493568863	satyakumari_cse@acoe.edu.in	Kakinada.
6.	Ms.R.Raja chandrika	Asst.Prof	9569856969	chandrika@_civil@acoe.edu.in	Rajahmundry.
6	Ms Pavani Sairam	NGO, Kakinada	8456253655	pavanisairam@gmail.com	Gandhi Nagar, Kakinada
7	Ms Y. Manisha	Technician	7893621828	manisha_ece@acoe.edu.in	Gandhi street, Surampalem.
8	Ms G.R.N. Padma Priya	Technician-CSE	8978673302	padmaPriya_cse@acoe.edu.in	Peddapuram.
9	Ms M. Bhaskara Lakshmi	Student representative	8096900342	bhaskaramcs@gmail.com	Kakinada.
10	Ms K. Sai Sahithi	Student representative	8545965867	saisahithik@gmail.com	Kakinada.
11	Ms T. Neelima	Student representative	6302452874	tneelimaece@gmail.com	Rajahmundry.

Cc to: Members of ICC-ABHAYA
Members of Women Grievances & Equal Opportunity Cell
Members of Grievance Redressal Cell



PRINCIPAL

PRINCIPAL
Aditya College of Engineering
SURAMPALEM - 533 437

Roles and Responsibilities of the Committee:

- Based on complainer request we will provide conciliation before initiating an inquiry of ICC.
- The inquiry process should be confidential and all the members of the committee maintain confidentiality of the enquiry process and the outcome.
- On completion of the inquiry, the report will be sent to the Presiding officer who is mandated to act on the report within 60 days.
- Remedial to work towards creating an atmosphere promoting equality, non-discrimination, and gender sensitivity.
- The ICC has highest powers in the organization for gathering evidence towards completing the enquiry in time.



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Ref: ACOE/AR/2022-23/CC

15-07-2022

MINUTES OF THE MEETING

CIRCULAR

A meeting of the Anti-Ragging Committee will be held on 17.07.2022 at 3:30 P.M in the Seminar Hall Room No: 101 of Ramanujan Bhavan. All the members of the Anti- Ragging Committee are requested to attend the meeting without fail.

AGENDA:

1. Approval of list of faculties deputed at various places to prevent ragging within the campus.
2. Approval of list of faculties deputed at various places to prevent ragging at Hostels, Canteen and at Bus boarding points.
3. Organizing Anti-Ragging Awareness camp to Senior students.
4. Discussion of Anti-Ragging rules and regulations given by supreme court, AICTE and AMAN organization and then to finalize the Standard Operating Procedure. The actions to be taken if any student is involved in Ragging.
5. Any other.




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