



5.1.5.1: Implementation of guidelines of statutory/regulatory bodies.

The Institute has framed the policy document and constituted the following committees as per the guidelines of statutory bodies like UGC/AICTE, to address the grievances of the students.

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4.	Committee for SC/ST students (To look after the problems of SC/ST students)	7-8


Dr. G. Ramachandra Reddy

PRINCIPAL
Principal
Avanthi Institute of Engg. & Tech.
(Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512)



POLICY DOCUMENT FOR ESTABLISHING VARIOUS COMMITTEES



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INTRODUCTION

Avanthi Institute Of Engineering And Technology, Gunthapally, Hyderabad, Telangana. Is committed to support all the 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 Osmania University, the management of Avanthi Institute of Engineering and Technology 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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(i) 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.

Establishment of Internal Complaint Committee: The committee is established with Principal as chairman, one Professor as convener and three other senior faculty members.

Objective

To provide opportunity for redressal of certain grievances of the students enrolled in the college and maintain good relations and the harmony in the institute.

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.

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 are:

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 Incharge / 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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(ii) 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 Matrusri Engineering College a free zone from sexual harassment, the following measures have been initiated at college level.

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.

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.

Grievance Redressal Mechanism: This committee is established with an aim and objective to provide women a safe, harassment-free and comfortable working environment with easy and readily accessible mechanism for prompt disposal of their grievances. Complaints from affecting women in respect of Sexual Harassment, Eve Teasing, misbehaving, insulting through other means etc., are received by the committee for necessary action.

Steps in Redressal of Complaints

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 Dept, which is acknowledged. At this level, inquiry is 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.

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iii) ANTI-RAGGING COMMITTEE :

The management of the Avanthi institute of engineering and Technology has taken various precautions as per AICTE / UGC Norms to prevent ragging and ensure 100% no ragging. 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.,

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 AP. Legislative Assembly, 1997.

Prohibition Of Ragging :

- Ragging is prohibited in the college, as per the above acts & statutory 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 Matusri Campus connect 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.
 - (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.

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 Complaints affecting one or more individual students in respect of their Ragging, Eve Teasing, Insulting Through Color, Caste/ Religion, Sexual Harassment 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 Incharge / HOD within weeks' time.

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 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 committee will be communicated 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.

Principal

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iv) 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
- To provide prompt counselling 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 System

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

Stages for Redressal of grievances are:

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 Incharge / HOD within 7days.

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:

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- 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, 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.

Principal

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ESTABLISHMENT OF VARIOUS COMMITTEES

PRINCIPAL

Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist., Hyderabad - 501 512.



Constitution of Grievance Redressal Committee (GRC)

As per the policy guidelines of Avanthi Education Society, (as per the AICTE notification No.PG/07 (01)/2012 & 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 2021-2022.

Members of Grievance Redressal committee for 2021-2022.

S. NO	NAME OF THE FACULTY	DESIGNATION
1	Dr. G RAMACHANDRA REDDY	PRINCIPAL (Convenor)
2	P. KRISHNA RAO	COORDINATOR
3	MRS. E. PRASANNA	MEMBER
4	M. RAGINI	MEMBER
5	K. SATYANARAYANA CHARY	MEMBER
6	K. GURU PRASAD	MEMBER
7	K. A. L. GANDHI	MEMBER
8	JSV GOPALA SHARMA	MEMBER

Date: 07.04.2022

Principal & GRC Chairman

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist., Hyderabad - 501 512



Objectives Of Discipline – Cum - Grievances

1. To strengthen the discipline in the campus
2. To see that the students and staff should be dressed neatly and wearing Id-cards.
3. Students discipline – Promoting discipline & decorum investigating cases of indiscipline and recommending award of punishments.
4. Pulling up latecomers and those with poor attendance and internal assessment marks
5. Discussing student grievances, if any, recommending steps for redressal.


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Avanathi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.


Minutes of Meeting is scheduled in Conference hall on 7-4-2022 at 10:30 am to discuss on Academics.

Principal Sir address the gathering for DGRC

- 1) To uphold the dignity of the college by ensuring strife free atmosphere in the college through promotion of cordial student relationship and student-teacher relationships.
- 2) Encouraging the students to express their grievances/problems freely and frankly without any fear of being victimized either through written format addressing to the principal or any member directly.
- 3) In the coming weeks discipline committee members will be making vigilant rounds within college premises to prevent any act of hooliganism by the students.

The following members were present and attend the meeting.

- | | |
|----------------------------|-------------|
| ① Dr. G. Ramachandra Reddy | Principal |
| ② P. Krishna Rao | Coordinator |
| ③ Mrs. E. Prasanna | Member |
| ④ M. Ragini | Member |
| ⑤ K. Sathyanarayana Chary | Member |
| ⑥ K. Guuru prasad | Member |
| ⑦ K.A.L Gandhi | Member |
| ⑧ JSV Gopala Sharma | Member |


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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 our college and to make Matrusri Engineering College a free zone from sexual harassment, the following measures have been initiated at college level.

An Internal Complaint Committee (ICC) has been constituted on 09th April 2021(for 2021-2022) 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 2021-2022

S. NO	NAME OF THE FACULTY	DESIGNATION
1	DR. G. RAMACHANDRA REDDY	PRINCIPAL
2	SRINIVAS GUNUGUNTULA	CONVENER
3	SHAIK SHAKEER BASHA	MEMBER
4	POODILI PADMAVATI	MEMBER
5	MEKA SHIREESHA	MEMBER
6	ANUSHA ALUKA	MEMBER
7	ALLA SRAVANI	MEMBER

Date: 09. 05. 2022

Principal,

— **PRINCIPAL**
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.



Objectives of Sexual Harassment

1. To set forth the expectations of conduct and mutual respect in regard to sexual harassment and the process of complaint if these expectations are not met or violated.
2. This will help explain what sexual harassment is and how to deal with the conduct if it arises, to articulate the Organization's strong opposition to sexual harassment, and to identify penalties that can be imposed for such prohibited conduct.
3. To establish clearly that this Organization is committed to providing a work environment that is free from discrimination and harassment in any form

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Minutes of Meeting is scheduled in Conference hall

on 9/5/22 at 11:00 to discuss on Anti-sexual harassment.

Principal Sir address the gathering for Anti-sexual harassment

① To provide & take an action plan for the year 21-22

② To provide information regarding Counseling and support services in our campus

③ To develop guidelines and norms for a policy against sexual harassment

④ To promote awareness about sexual harassment through educational initiatives which encourages and fosters a respectful and safe campus environment

⑤ To prepare a detailed plan of actions, both short and long term

The following members were present and attended the meeting

① Dr. G. Ramachandra Reddy

② Srinivas Gummuntla

③ Shaik Shakeer basha

④ Peddali padmavathi

⑤ Meka Shivesha

⑥ Arunha Akula

⑦ Atla Sevan

-Principal

Conveners

members

members

member

Member



CONSTITUTION OF ANTI RAGGING COMMITTEE (ARC)

The management of the Matrusri Engineering College 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 2021-2022.

S. NO	NAME OF THE FACULTY	DESIGNATION
1	Dr. G RAMACHANDRA REDDY	PRINCIPAL (Convenor)
2	MRS. E. PRASANNA	COORDINATOR
3	MRS. B. NAYEEMA	MEMBER
4	MR. KISHORE REDDY	MEMBER
5	MR. K. CHANDRA SEKHAR	MEMBER
6	MR. E. MANOJ KUMAR	MEMBER
7	DR. SK. SHAKER BASHA	MEMBER
8	DR. N. RAMANA REDDY	MEMBER

02.05.2022

Principal

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Objectives Of Anti-Ragging

1. To prevent any physical or mental torture or any disorderly conduct towards any student causing apprehension, dread, humiliation, or agitation in him or her.
2. To maintain AVIH – a ragging free campus.
3. To create awareness about ragging & ensure a student-friendly environment at all times.
4. To facilitate campus monitoring to ensure nil ragging.
5. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
6. To promptly and stringently deal with the incidents of ragging brought to our notice.

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Minutes of meeting held on 2-5-22 in the conference room at 11:00am

Principal Sir address the gathering.

1) Take an action plan for the year 21-22 to ensure ragging prohibited campus

2) There shall be student representatives in any committee related to ragging

3) Mischivous Elements shall be identified and Mischievous behaviour shall be liable for punishment as per the guide book

4) Quarterly review of disciplinary measures and facilities with regard to hostels

5) The committee decided to place banners/posters/notices defining anti-ragging at prominent places in the colleges campus.

Committee attended

1) Dr. G. Ramachandra Reddy

2) Mrs. E. Prasanna

3) Mrs. Brajamma

4) Mr. Kishore Reddy

5) Mr. K. Chandrashekar

6) Mr. E. Manoj Kumar

7) Dr. S. Shaker Babu

8) Dr. N. Purna Reddy

Principal
Coordinator

Members

Members

Members

Members

Members

Members

Principal
Institute of Engg. & Tech.
R.R. Dist.
Adityapuram (Medi), R.R. Dist.
Members



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, no.33 of 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, on 16th April 2021 for the academic year 2021-2022, to look into the problems and needs of the students belong to SC & ST category in our college.

S. NO	NAME OF THE FACULTY	DESIGNATION
1	DR. G RAMACHANDRA REDDY	PRINCIPAL (Convenor)
2	MR. SHANKAR NAIK	COORDINATOR
3	MR. RAMESH	MEMBER
4	MR. L. RAVI NAIK	MEMBER
5	MR. KRANTHI	MEMBER
6	MR. DHARAVATH YAKANNA	STUDENT

Date: 18-05-2022


Principal

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Objectives Of SC/ST

- I. Circulate GOI and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the College.
- II. Analyze information on admissions, education, training and employment of SCs and STs; prepare reports for transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
- III. Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees and render them necessary help in solving their academic as well as administrative problems.
- IV. To promote higher education among these two communities suffering economic, social and educational deprivations.


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Gunthapally, R.R. Dist.

Minutes of meeting held on 18-5-22 in the Conference room at 10:30 am

Principal's address to the gathering

- 1) Take an action plan for the year 21-22 to ensure the SC/ST Committee.
- 2) To analyse the information on admission, education, training and employment of SC's and ST's.
- 3) It was ensured that the admission process has strictly followed reservation requirements.
- 4) Identified the schemes available for the SC/ST students and communicated it to the students through mentors.

Committee attended.

- | | |
|---------------------------|--------------|
| 1) Dr. G. Ramachandra Rao | Principal |
| 2) Mr. Shankar Naik | Co-ordinator |
| 3) Mr. Ramesh | Member |
| 4) Mr. L. Ravi Naik | Member |
| 5) Mr. Kranthi | Member |
| 6) Mr. Dhavath Yakanna | Student |


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