

**Policy Document of Students
Grievance Redressal/ Anti Sexual
Harassment/ Anti - Ragging
Committees.**



**ST. ANN'S COLLEGE FOR WOMEN
MALKAPURAM, VISAKHAPATNAM – 530011**

**STUDENT GRIEVANCE REDRESSAL/ANTI SEXUAL
HARASSMENT/ANTI-RAGGING POLICY**

St. Ann's College for Women has created a mechanism for redressal of students' grievances related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague students or teachers etc.

Objectives of Grievance Redressal Committee

The purpose of the grievance redressal committees is to ensure a speedy response to and accountability of all concerned to the students of St. Ann's College.

The objectives of the Grievance Redressal Committee are as under:-

- Maintaining harmonious student – Student and faculty –Student relationship
- Creating an environment in which students can freely express their grievances without fear of discrimination or victimization
- Counseling students to refrain provoking of their fellow students against faculty and staff of the college.
- Although the anti-ragging committees are in place, the student may if she so wishes bring to the notice any incident of ragging through these committee shall ensure speedy action and protection of the student.

Ragging in any form is strictly prohibited in and outside the college and should be brought to the notice of the management immediately.

Jurisdiction of the Committee

The committee shall deal grievances received in writing about any of the following:

- Academic Matters – Issues related to teaching process, marks, grade cards and other examination related matter, Transfer Certificate etc.
- Financial Matter – relating to dues and payments
- Administration Matters – Infrastructure related, food, sanitation, transport or victimization
- Harassment and Ragging

Grievance Redressal Committee

The Principal of the college shall constitute one Grievance Redressal Committee:-

- i) The College Level Grievance Redressal Committee

The composition of the College level Grievance Redressal committee is as under:

- Principal – Chairman
- Lecturer Head In charge

- Members:

Concerned Lecturers


Student Representatives

The above committee will deal with all grievances related to academics and administration. In addition, it will also entertain the appeal filed against the decision of the student against the college Level Grievance Redressal Committee.

Procedure for Redressal of Grievance

- ❖ An aggrieved student shall first submit his complaint in writing to her mentor who shall resolve the grievance within two days. In case the mentor is not able to resolve the grievance, he/she shall forward it to the chairperson of the College Level Grievance Committee.
- ❖ The chairperson of the College Committee shall convene a meeting of the committee within 2 days of receiving the complaint from the faculty mentor or from the aggrieved student in case she applies directly to the committee.
- ❖ The chairperson shall attempt to resolve the grievance within a week of the receipt of the complaint and action taken report from the mentor.
- ❖ If the student is not satisfied with the solution of the committee, she shall appeal again to the committee giving the reasons for her dissatisfaction with the decision within a week of receipt of the decision of the college level committee.
- ❖ The chairperson of the College level redressal committee shall convene a meeting of the committee within 2 days of receiving the complaint. The committee shall verify the facts and shall either endorse the previous decision of the college committee or shall an appropriate order within a week of receipt of the grievance.
- ❖ The Principal shall review the decision and pass an appropriate order. The Principal, if needed may recommend, necessary corrective action as she may deem fit , to ensure avoidance of recurrence of similar grievance at the college, the necessary changes shall be made in the rules of the college.
- ❖ At all proceedings a fair hearing shall be given to all parties. The form for submission of grievance is attached with this document.

The law of natural justice shall be observed and a fair hearing to the complainant and concerned persons shall be given at all levels. The relevant provisions of the Act/Regulations shall be kept in mind while passing an order on the grievance and no order shall be passed in contradiction of the same.


Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

Signature of the principal



ST. ANN'S COLLEGE FOR WOMEN

MALKAPURAM, VISAKHAPATNAM

Grievance Redressal Committee

St. Ann's College for Women

Malkapuram, Visakhapatnam

GRIEVANCE REDRESSAL C

2023-2024

MINUTE – 1

DATE : 7th July, 2023

PLACE : Conference Hall

TIME : 10 : 30 a.m

The first meeting of grievance redressal cell for the academ was held on 7th July, 2023 .The members of the committee and stu participated in the meeting.

AGENDA:

- To discuss the action plan of previous problems.
- To discuss the grievance raised by the students
- Consideration of the grievances raised by the students.

Minutes of Meeting

- The minutes of the previous meeting was read by the coordinatc was approved by the members of the committee.
- Discussed on the action has been taken to solve the issues rais meeting.

1. Students requested for mobile phones accessibility in the internships in the afternoon after lunch was accepted by t have to submit their mobile phones in the first period and would pm for the online internships and other certificate courses.


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Malkapuram, Visakhapatnam-11

ISSUE:

- 1 The pupil who are using Public transport to reach college are to be given grace time of 10 minutes as the college timings changed from 9 am to 8 30 am
- The chairperson responded positively on the issue and she accepted to give grace period of 5 minutes only for those who all are from far of places .
 - The meeting ended with vote of thanks.


COMMITTEE MEMBERS

- 1.Chairperson : Dr. Sr. Prema Kumari
- 2.Coordinator : A. Roja




MEMBERS

- 3.E.P.S Baghyalakshmi
- 4.A.Adhi lakshmi
- 5.Y.Anasuya Devi



STUDENT REPRESENTATIVES

- 6.Rukhia Begum IIBA
- 7.K.Sirisha IIMPC
- 8.Haripriya IMSCS



Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

Signature of the principal

GRIEVANCE AND REDRESSAL COMMITTEE




Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

Signature of the principal

St. Ann's College for Women
Malkapuram, Visakhapatnam



GRIEVANCE REDRESSAL CELL

2023-2024

MINUTE – 2

DATE : 25th September, 2023

PLACE : Conference Hall

TIME : 10 : 30 a.m

The general meeting of grievance redressal cell was held on 25th september, 2023. The members of the committee and student representatives participated in the meeting.

AGENDA:

- To discuss the action plan of previous problems.
- To discuss the grievance raised by the students
- Consideration of the grievances raised by the students.

Minutes of Meeting

- The minutes of the previous meeting was read by the coordinator of the committee and was approved by the members of the committee.
- Discussed on the action has been taken to solve the issues raised in the previous meeting.

1. as per the Instructions given by the chairperson to the committee members to be followed, the coordinator Roja.A prepared the mechanisms for submission of grievance what the committee is practicing.


Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

- Chair person appreciated the committee members on the practice of the mechanism for submission of grievance also she welcomed the new ideas to strength the committee.
- The meeting ended with vote of thanks.

COMMITTEE MEMBERS

1.Chairperson : Dr. Sr. Prema Kumari

2.Coordinator : A. Roja
MEMBERS

3.E.P.S Baghyalakshmi

4.A.Adhi lakshmi

5.Y.Anasuya Devi

S. Prema Kumari
A. Roja
ES
4. A. Adhikar
Y. Anasuya Devi

STUDENT REPRESENTATIVES

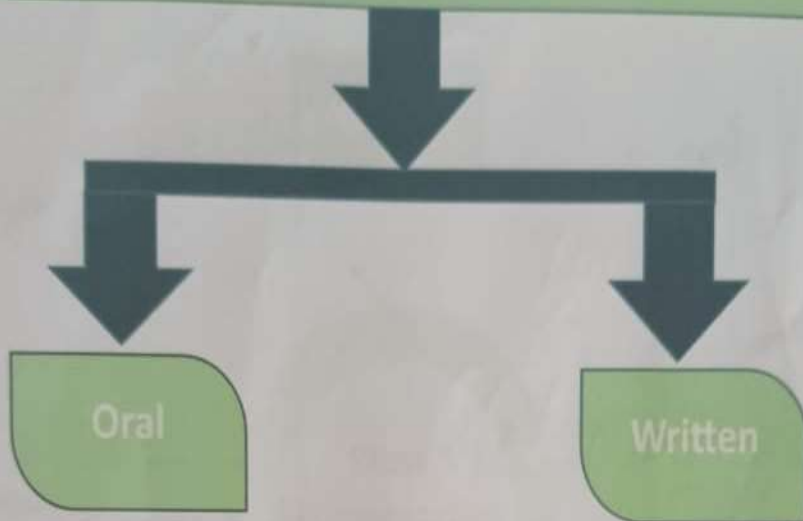
6.Lohitha III BSC

7.Hrashitha IIBA

S. Prema Kumari
Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

Signature of the principal

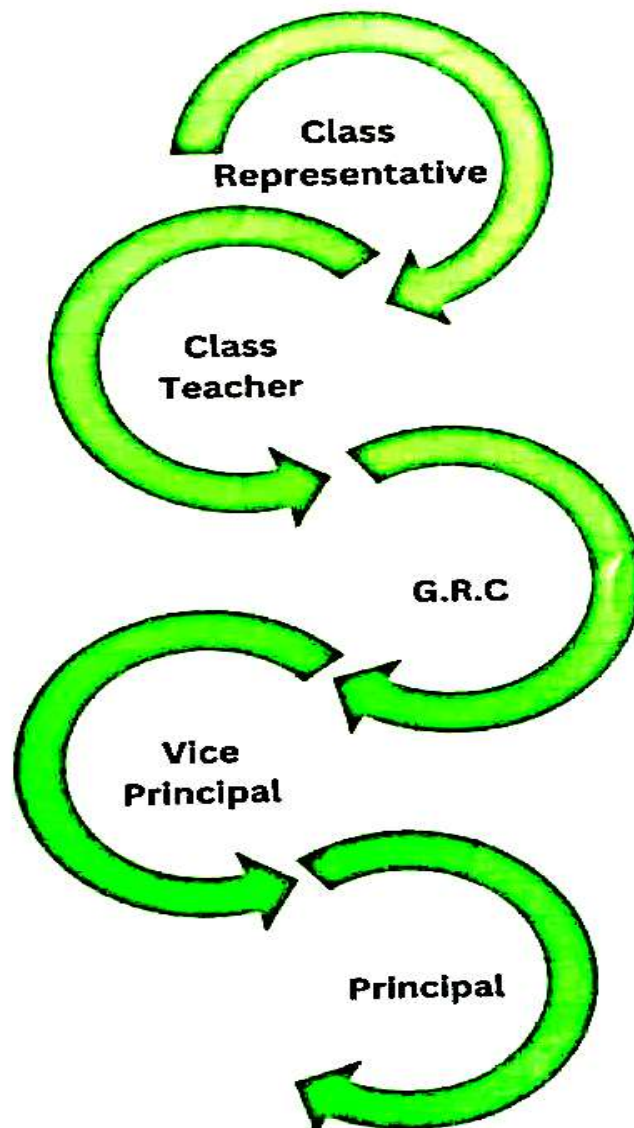
Mechanism for Submission of Grievance



S. Premalatha
Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

Mechanisms usage for Submission of Grevience

ORAL



St. Ann's College for Women
Malkapuram, Visakhapatnam



GRIEVANCE REDRESSAL CELL

2023-2024

MINUTE - 3

DATE : 5th November ,2023

PLACE : Conference Hall

TIME : 10 : 30 a.m

The general meeting of grievance redressal cell was held on 5th November ,2023. The members of the committee and student representatives participated in the meeting.

AGENDA:

- To discuss the action plan of previous problems.
- To discuss the grievance raised by the students
- Consideration of the grievances raised by the students.

Minutes of Meeting

- The minutes of the previous meeting was read by the coordinator of the committee and was approved by the members of the committee.
- Grievance & suggestion boxes of the three floors were unlocked and the suggestions and grievances dropped by the students were collected in the presence of committee coordinator Roja.A and the student coordinators Harshitha Rani and Juveda with the help of office Asst. Ravi.
- All the issues were reads in presence of Chairperson Dr. Sr.Premakumari.

Issues:

1. Civil dress code should be allowed to students at least a day in a week.
2. To increase the break period from 10 minutes to 20 minutes .

- The chair person responded positively on the increase of brake period timings and the proposal of civil dress code was declined.
- The meeting came to an end with vote of thanks.

COMMITTEE MEMBERS

1. Chairperson : Dr. Sr Prema Kumari
2. Coordinator : A. Roja

MEMBERS

3. E.P.S Baghyalakshmi
4. A.Adhi lakshmi
5. Y.Anasuya Devi

S. Prema Kumari
A. Roja
BB
4. A. Adhi
Y. Anasuya Devi

STUDENT REPRESENTATIVES

6. Rukhia Begum IIBA
7. K.Sirisha IIMPC
8. Haripriya IMSCS

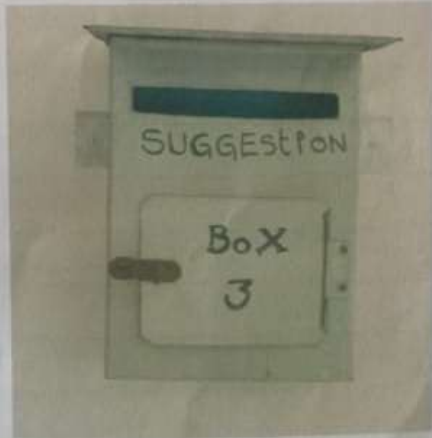
S. Prema Kumari
Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-11

Signature of the principal

WRITTEN



Suggestion Boxes



S. Premalaxmi
Principal

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