

GRIEVANCE REDRESSAL POLICY

The College has a Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the officer in-charge of Grievance Redressal Committee or Principal.

Objective:-

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strike free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box have been installed in in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

Responsibilities

- Provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.
- Discuss and resolve the grievances, if any received in writing from the concerned students.

Procedure:-

- The setting of the Grievance Redressal Committee will be widely published.
- The students may feel free to put up a grievance and drop it in boxes placed at conspicuous locations.
- The GRC will act upon those cases which have been forwarded along with the necessary documents.
- The GRC will take up only those matters which have not been solved by the different departments.

Establishment of a Grievance Redressal Committee

"Grievance Redressal Committee" has been constituted to enquire the nature and extent of grievance. The committee can suggest the final action to be initiated at the institutional level for the redressal of the same.



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In pursuance of UGC(prevention ,prohibition and Redressal of Sexual Harassment of women employees and women students in Higher Educational Institutions) Regulations 2015, the existing Sexual Harassment Redressal committee(SHRC) is renamed as Internal complaints committee (ICC)as under to deal with complaints relating to sexual harassment at workplace.

The constitution of Internal Complaints Committee(ICC) for receiving the complaints of sexual harassment of women is mandatory for all Departments.

Internal Complaints Committee(ICC) is a body that envisions to receive complaints on sexual harassment at the college from aggrieved women ,as well as to inquire into and the recommend the employer on the action required and pursuant to its inquiry of such complaint made.

SR&BGNR GOVERNMENT ARTS &SCIENCE COLLEGE(A),KHAMMAM has zero tolerance against disrespect and exploitation of women. The Internal Complaints Committee of the college was established according with provisions of "The Sexual Harassment of women at Workplace (Prevention , Prohibition and Redressal) Act 2013" for effective enforcement of human rights of gender equality and assurance of an environment free of sexual harassment and abuse.

Objectives:

1. To organize women sensitization awareness program.
2. To provide a safe environment that is free from sexual harassment.
3. To provide social and psychological environment that will raise awareness about sexual harassment.
4. To create secure physical and work environment for women.
5. To recommend appropriate punitive action against the guilty.
6. To prevent discrimination and sexual harassment against women.

Role of the Committee:

1. To create and ensure a safe work environment that is free from sexual harassment especially for girls and women.

2. To take note of complaints of sexual harassment of women employed, to conduct enquiries and to provide assistance.
3. To recommend to the concerned authorities, follow-up action and to monitor the same.
4. To maintain an atmosphere of equality and gender justice.

MEETINGS:

At least once in a semester and as and when necessary.

Functions:

- Conduct preliminary enquiry of all reported cases and/or complaints relating to sexual harassment at work place involving all sections of members of faculty , staff and students of the institute.
- Submit the preliminary enquiry report to the principal along with all documents and recommendations of possible punishment if any.
- Evolve and suggest make to preventive measures.
- In case of allegations are not in the nature of sexual harassment, ICC may refer such complaint to the Grievance Redressal cell.
- If ICC concludes that the allegations made over false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry ,the complaint shall be liable to be punished as per the relevant provisions of the afore mentioned UGC regulation 2015.

RESPONSIBILITIES OF THE COMMITTEE:

If any student approaches a committee member either through the complaint box placed in front of the administrative block of the college or by telephone, necessary action is taken through counseling and conciliatory methods. If it requires any enquiry, It will be conducted and matter will be sorted within one week from the date of complaint .The committee will take the responsibility to ensure that no such incidents occurs in the campus.

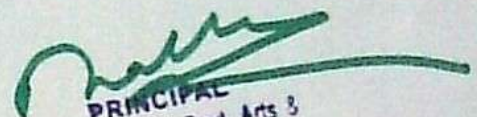
PROCEDURE UPON FILING OF COMPLAINT:

1. Meeting is held if a complaint received by any member.

2. The written complaint is taken and the committee prepares and submits the detailed statement of the incidents within two days.
3. An enquiry will be held with the members of internal complaints committee.
4. The issue will be discussed and finalized within seven days.
5. The minutes of the file will be filed.

ACTION PLAN:

- ✓ Counsel the affected students /women employees overcome the trauma.
- ✓ Display current laws and affairs about Sexual Harassment and Gender Discrimination in key places in the campus.
- ✓ Conduct awareness programs and campaigns for the benefit of the students and the staff community.


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PROCEEDINGS OF THE PRINCIPAL, SR & BGNR GOVT. ARTS & SCIENCE
COLLEGE (AUTONOMOUS), KHAMMAM.

PRESENT - Dr Mohammad Zakirullah, M.A., M.Phil., Ph.D.

RC No: B/GRC & HCC/ committee/2021

DT: 10-09-2021.

SUB: SR & BGNR Govt. Arts & Science College (A) Khammam -
Grievance Redressal Cell & Health Centre Cell Committee
at College Level - Order - Issued

& &

ORDERS:-

The under signed is pleased to constitute Committees for Grievance Redressal Cell & Health Centre at College Level. The order will be in force forth with.

S No	Name of the Faculty	Designation	Designation
Grievance Redressal Cell			
1	Dr V Shanthi Kumar	Asst Prof of Chemistry	Co-ordinator
2	Smt K. Jyothirmayi Rani	Asst Prof of Mathematics	Member
3	Dr P. Ravi Kumar	Asst Prof of Telugu	Member
4	Sri G. Venkiah	Asst Prof of History	Member
5	Dr B. Venkanna	Asst Prof of Phy Edn	Member
Health Centre			
1	Dr Ch. Srinivasulu	Assoc Prof of Poli Sci	Co-ordinator
2	Smt J. Anitha Kumari	Asst Prof of Mico Biology	Member
3	Dr B. Venkanna	Asst Prof of Phy Edn	Member



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Copy to the Individuals.
Copy to A.O for information.

For redressal of grievance, please submit your grievance:

https://docs.google.com/forms/d/1oEaTHa_1a6u8ZGBnVJKif1djMxoulx2i26_SecUCUM/edit