



Dr. C.S.N. DEGREE & P.G. COLLEGE

BHIMAVARAM - 534 203, W.G.Dt., A.P., INDIA

Recognised by APSCHE, Approved by AICTE, AISCHE Code- C-23946

Affiliated to Adikavi Nannaya University, Rajamahendravaram

COMMITTEE PROCEEDINGS



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**CONSTITUTION OF INTERNAL
COMPLIANT COMMITTEE ANTI -
RAGGING COMMITTEE, WOMAN'S
GRIEVANCE REDRESSAL COMMITTEE
GRIEVANCE REDRESSAL COMMITTEE**



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INTERNAL COMPLAINTS COMMITTEE



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PROCEEDINGS TO THE PRINCIPAL

Subject: Internal Complaints Committee(ICC)- Appointment of In-Charge & Coordinators of Internal Complaint Committee.

Mrs.Ch.Kumari Laxmi Prasanna of our College is nominated as In-Charge of Internal Complaint Committee.

The following staff members are identified as coordinators to assist in-charge, Internal complaint committee.

S.No	Members	Designation	Department	Mobile
1	Mrs.Ch.Kumari Laxmi Prasanna	Faculty	Commerce and management studies	7893207720
2	Dr.G.Sudha Sri Purna	HOD	Life Sciences	9032493066
3	Mrs.T.Udaya Lakshmi Aditya	HOD	Computer Science	9000070072
4	Mrs.T.N.S.Lavanya	Faculty	Commerce and management studies	9391630305
5	SESETI SOWYA LAKSHMI	Student Member	BIO TECHNOLOGY	
6	Gubbala Bala Jyothi	Student Member	MBA	
7	Mohammed Basheera	Student Member	MCA	

Roles and Responsibilities

Faculty Members:

- Providing safe work and academic environment for staff and students respectively.
- Providing indisputable justice against all genders who are involved in an incident.
- Working towards achieving gender equity and empowering the women students and staff.
- Publicizing the rules against Sexual Harassment display the policy at various locations in college.
- Displays the name & phone numbers of the committee members whom can be reached for a complaint.



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External Members:

- Conducting awareness programs for students and staff on gender equity, woman health, safety & security and sexual harassment.
- Creates a mechanism for registering the complaints.
- Conduct inquiries and facilitates redressed of the complaints.
- Recommends follow-up action & monitoring to the concerned authorities.
- Provides appropriate emotional & psychological support to the victims in the form of counseling, security.

Student Members:

- Receive the complaints of sexual harassment.
- Initiate the inquiry and submit the findings from the inquiry done.
- Direct the employer to undertake required actions.

All the concerned Head of the Departments are hereby requested to cooperate and allot the services of the above staff members in addition of their normal duties.




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C.C to:

1. The Secretary & Correspondent, Dr.C.S.N Degree & PG College, for information
2. The Principal's file 3.The in-charge , Grievance Redressal Committee
4. The above staff members 5, The Concerned Heads of Departments





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ANTI - RAGGING COMMITTEE



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Date: 04-10-2018

PROCEEDINGS OF THE PRINCIPAL

Subject: ANTI-RAGGING COMMITTEE-Appointment of In-charge & Coordinators of Women's Grievance Redressal Committee

Sri.K.V.SatyaKrishna in PG DEPT OF MBA of our college is nominated as In-charge, ANTI-RAGGING COMMITTEE.

The following staff members are identified as coordinators to assist In-charge, Women's Grievance Redressal Committee.

S.No	Name of the Committee	Designation	Department
1	Sri S.Satyanarayana,	Chairman	Principal
2	TANALA NAGA SUMATHI LAVANYA	Faculty	MBA
3	Sri.K.V.SatyaKrishna	Member&coordinator	Head of MBA
3	Sri.P.DurgaPrasad,	Member	MCA
4	Sri.K.V.R.M. KrishnamRaju	parent	parent
5	B.Surendra	student	MBA
6	M.Uma	student	MCA

All the concerned Head of the Departments are hereby requested to cooperate and allot the services of the above staff members and students in addition of their normal duties.

C.C to:

1. The Secretary & Correspondent, Dr.C.S.N Degree & PG College, for information
2. The Principal's file 3.The in-charge , Women's Grievance Redressal Committee
4. The above staff members 5. The Concerned Heads of Departments



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FUNCTIONS:

- To publicize to all students and prelevant directives and the actions that can be taken against those indulging in Ragging.
- Constitute anti- ragging committees/squads to make surprise visits and takes effective steps prevent ragging.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- Construct workshops against ragging menace and orient the students.
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.

To take all necessary measures for prevention of ragging inside the campus/Hostels

C.C to:

1. The Secretary & Correspondent, Dr.C.S.N Degee & PG College, for information
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- The above staff members 5. The Concerned Heads of Departments




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GRIEVANCE REDRESSAL COMMITTEE



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Date: 11-06-2018

PROCEEDINGS OF THE PRINCIPAL

Subject: Grievance Redressal Committee-Appointment of In-charge & Coordinators of Grievance Redressal Committee

Sri. BOMMADEVARA PRABAKARARAO in PG DEPT OF COMMERCE of our college is nominated as In-charge, Grievance Redressal Committee.

The following staff members are identified as coordinators to assist In-charge, Grievance Redressal Committee.

S.No	Name of the Committee	Designation	Department
1	PASALA JJITHENDRA	Faculty	TELUGU
2	GANESHNA LEELA VENKATA RAVITEJA	Faculty	MCA
3	GANGUMOLU VENKATA RAMANA	HOD	ZOOLOGY
3	GULLANKI RATNAKARA RAO	Faculty	COMMERCE
4	SAKUMALLA RAMA KRISHNA	Faculty	MBA
5	PAVIRALA DURGA PRASAD	Faculty	MCA
6	GULLANKI ROSELIN	Faculty	MICROBIOLOGY
7	VANACHERLA AMANI	Faculty	BIOCHEMISTRY

All the concerned Head of the Departments are hereby requested to cooperate and allot the services of the above staff members in addition of their normal duties.


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Functions of the Grievance Redressal Committee

- To accept written grievances from students and staff related to the system.
- To create and implement a mechanism to handle the reported grievances.
- To forward the findings to the Management if necessary for further action.
- To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- To attend to the grievances based on the authenticity and gravity of the criticisms made.
- To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
- To convene periodical meetings to discuss whether the grievances have been settled.
- To make a follow-up of these matters at regular intervals till their final disposal.
- To maintain strict confidentiality, if necessary.
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WOMAN'S GRIEVANCE REDRESSAL COMMITTEE



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Date: 17-08-2018

PROCEEDINGS OF THE PRINCIPAL

Subject: Women's Grievance Redressal Committee-Appointment of In-charge & Coordinators of Women's Grievance Redressal Committee

Smt. ADIREDDY SRAVANI in PG DEPT OF BIOCHEMISTRY of our college is nominated as In-charge, Women's Grievance Redressal Committee.

The following staff members are identified as coordinators to assist In-charge, Women's Grievance Redressal Committee.

S.No	Name of the Committee	Designation	Department
1	GEDDAM KALYANI	Faculty	M.SC BIO TECHNOLOGY
2	TANALA NAGA SUMATHI LAVANYA	Faculty	MBA
3	TEKI.UDAYA LAKSHMI ADITYA	HOD	MCA
3	ARASAVALLI KAMALA	Faculty	MCA
4	GULLANKI ROSELIN	Faculty	MICROBIOLOGY
5	B.SHEKEENA	Faculty	MICROBIOLOGY
6	LAVANYA(VADDI)	Faculty	BIOCHEMISTRY
7	CHINTALAPATI.KUMARI LAKSHMI PRASANNA	Faculty	MBA

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FUNCTIONS OF WOMEN'S GRIEVANCE REDRESSAL COMMITTEE

1. To conduct staff meeting at regular intervals for healthy progress in professional Guidance, Career advancement and all round development.
2. To look into the grievances put forward by the women employees of the college Irrespective of the complaint is against Male or Women employee.
3. To ensure proper investigation of facts and figures related to the problem.
4. To make positive and friendly ways to resolve any crisis than to punitive steps.
5. To maintain a calm and quiet composure and behave in an unbiased and impartial manner.
6. To oversee that the suggestion boxes are set at the right places and complaints are filed and noted in proper way.

C.C to:

1. The Secretary & Correspondent, Dr.C.S.N Degee & PG College, for information
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