



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

INTERNAL COMPLIANT COMMITTEE MECHANISM



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INTERNAL COMPLAINTS COMMITTEE

COMPLAINTS MECHANISM

After understanding the functioning of the ICC a complaint can be filed by the aggrieved woman against sexual harassment at the workplace. There is a linear complaint mechanism through which the complaints get filed and the ICC performs its functions, thereby required actions are taken.

1. The complaint is supposed to file the complaint in writing and submit the same before the ICC within three months of the date of the incident or the series of incidents in which the last one happened. The in-charge is empowered to obtain the complaint in writing by providing all assistance to the complainant.
2. The committee can also extend the time limit to more than three months for filing the complaint in writing, only if it is satisfied by the circumstances due to which it might not be possible for the complainant to do the same within the said period.
3. The complainant can be submitted through online by the following google form:
https://docs.google.com/forms/d/1gFVJsfQ4tKrW356e8HF9beJCvh2-chr38dfylgMKyuw/viewform?edit_requested=true
4. The complainant can also be submitted through off-line by dropping the complaint letter into compliant/ suggestion box.
5. Filing of a written complaint is mandatory which should include full name with other necessary details of the incident(s) of sexual harassment.
6. In case the complainant is not able to file a complaint by herself, her legal heirs, spouse, or parents can file the same.
7. A third person can also be the complainant provided that a written complaint must be filed by the one who has been subject to sexual harassment.



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Ch. prabanny
In-charge

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GRIEVANCE REDRESSAL COMMITTEE MECHANISM



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GREVANCE MECHANISAM

1. The aggrieved student represent his/her grievance either in person or through complaint/suggestion box.
2. The complainant can be submitted through online by the following google form:
[https://docs.google.com/forms/d/1gFVJsfQ4tKrW356e8HF9beJCvh2-
chr38dfylgMKyuw/viewform?edit_requested=true](https://docs.google.com/forms/d/1gFVJsfQ4tKrW356e8HF9beJCvh2-chr38dfylgMKyuw/viewform?edit_requested=true)
3. Post receiving the committee to look into the grievance The committee will thoroughly investigate the issue and recommendations will be submitted to the principal
4. The recommendations of the committee shall be communicated to the concerned student, by the principal
5. After the receipt of the application from the aggrieved, the In-Charge of the GRC shall fix the date, time and venue of the meeting after having a discussion.
6. The meeting shall be scheduled within 5 days of recent of the application
7. All relevant papers shall be circulated to all the members on or before the date of the meeting
8. After fixing of the date of the meeting a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his/her grievances before the committee and the acknowledgment of receipt would be placed.
9. The committee members are expected to deliberate upon the case, the grievance of the applicant and the rules lay down by the institute. The brief facts , evidences and final recommendations by the committee members shall be recorded in the format of minutes of the meeting
10. The minutes shall be circulated to all the members of the grievance committee for signatures
11. The decision of the grievance committee shall be communicated in writing to the applicant.



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**ANTI -RAGGING COMMITTEE
MECHANISM**



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Anti Ragging Mechanism

1. Wide dissemination of anti-ragging policy and warning through admission advertisements, prospectus, and other information booklets.
2. Strict rules and regulations are followed towards the prevention of anti-ragging in our college.
3. Introducing anti-ragging policy and warning to the seniors through holistic education classes.
4. The duty of the committee is to ensure the preventive measures are properly taken and monitor anti-ragging Committee.
5. Regular interaction and counselling with the students to detect early signs of ragging and identify trouble-triggers.
6. Surprise inspection at hostels, student's accommodation, canteens, rest-cum-recreation rooms, toilets, etc. for preventing/quelling ragging and any uncalled-for behavior/incident.
7. Installation of CCTV cameras at vital points.
8. Offering orientation, mentoring, and professional counseling to freshers to prepare them for the socio-academic life ahead.
9. Posters, rules and regulations of anti-ragging are displayed in and around the college to generate awareness amongst the students.
10. The complainant can be submitted through online by the following google form:
https://docs.google.com/forms/d/1gFVJsfQ4tKrW356e8HF9beJCvh2-chr38dfylgMKyuw/viewform?edit_requested=true
11. The complainant can also be submitted through off-line by dropping the complaint letter into compliant/ suggestion box.



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WOMAN'S GRIEVANCE REDRESSAL COMMITTEE MECHANISM



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What is Grievance?

A Grievance refers to problems and issues that employees experience over the course of their employment. Grievance can cover a broad range of concerns, from potentially illegal actions such as unethical recruitment, workplace discriminations, sexual harassment or victimisations, to concerns about wages, how a poor relationship between two employees has been managed, a complaints about the quality of food in the canteen or a disagreement over holiday arrangements.

What is Grievance Mechanism?

A grievance Mechanism is a procedure that provides a clear and transparent framework for addressing grievance related to the recruitment process and in the workplace. This typically takes the form of an internal procedure for complaints, followed by consideration and management response and feedback.

Grievance procedure should be tailored to meet the needs of each organization, according to the sector, country, and culture and workforce composition. There is no prescribed form for grievance mechanisms.

Complaint and Women's Grievance Redressal mechanism:

Encouragement of the students to express their grievance /problems freely and frankly without any fear of being victimized.

1. Suggestion or complaint box is installed in which the students, who want to remain anonymous, put in writing their grievances and their suggestions.
2. The complainant can be submitted through online by the following google form: https://docs.google.com/forms/d/1gFVJsfQ4tKrW356e8HF9beJCvh2-chr38dfylgMKyuw/viewform?edit_requested=true
3. After knowing grievance of students, member discusses it with the in-charge and then an appropriate solution is found out. If not solved at this level then grievance is taken up to the Principal and legal advisor.



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