



Implementation of policies through various cells

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Policy Document

of

Grievance and Redressal Cell



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

Approved by AICTE & Affiliated to JNT University, Kakinada

Kapujaggarajupeta, VSEZ (POST), Visakhapatnam-530049



Policy of Grievance Redressal Cell

As per All India Council for Technical Education Establishment of Mechanism for Grievance Redressal Regulations, 2012, F. No. 37-3/Legal/2012, dated 25.05.2012, Vignan's Institute of Engineering for Women is committed to provide a harmonious & fair learning environment. Grievance Redressal Cell of Vignan's Institute of Engineering for Women, Visakhapatnam was established in 2012 with the purpose of investigating problems/issues raised by the students/faculty/stake holders and is committed to provide an impartial resolution to the queries/issues. The grievances may be related to academic and non-academic matters, such as assessment, victimization, attendance, conducting of examinations, harassment by colleague students or teachers etc. The policy adapted by the institute is as follows:

Objectives of Grievance Redressal Cell:

1. To ensure the dignity of the College, a hostile-free environment is established in the College by promoting friendly and cordial relationship among students and in between students and teachers.
2. To establish easily accessible, responsive, and accountable mechanisms for resolving the grievances in order to maintain a peaceful educational atmosphere in the institute.
3. Dealing with difficult situations effectively is necessary to decrease oppressive or unsatisfactory conditions.
4. Encouraging the students to voice their complaints and issues freely and honestly without worrying about being victimized.
5. Counseling the students to value the dignity of one another with due respect, and be patient whenever a disagreement develops.
6. Instructing all students to avoid creating conflicts between them, with teachers, or with the college administration.
7. Advise all staff members to be kind and affectionate towards students and avoid being vindictive to any of them in any circumstance.

8. To assist students who have been denied access to College services to which they are legally entitled.
9. To ensure that college officials be courteous, accountable and responsive members in addressing the needs of the students.
10. To make sure that the grievances of the students are resolved in a fair and impartial manner.

Composition of Grievance Redressal Cell:

The following Committee is constituted to address the grievances in the campus.

S. No	Name of the staff	Designation	Position
1.	Dr. J. Sudhakar	Principal	Chairman
2.	Prof. A. Sesharao	Academic Director	Member
3.	Dr. K. Vijaya Kumar	HoD-CSE	Member
4.	Dr. Ch. Ramesh Babu	HoD-ECE	Member
5.	Dr. K. DurgaSyam Prasad	HoD-EEE	Member
6.	Dr. B.Prakash	HoD-IT	Member
7.	Dr. V. AnandBabu	HoD-MECH	Member
8.	Dr. M. PardhaSaradhi	HoD-MBA	Member
9.	Dr. K. Chaitanya	HoD-BS&H	Member
10.	Dr. T. RadhaKrishnaMurty	Professor-BS&H	Member
11.	Dr.K.Jayasri	Professor-CSE	Member
12.	Mrs. T. SandhyaKumari	Assoc. Professor-ECE	Member
13.	Mrs. K. Therissa	Assistant Professor-EEE	Member
14.	Mrs. S. Kalyani	Assistant Professor-IT	I/C- Grievance Cell

Mechanism of Grievance Redressal Cell:

Students and Staff have access to processes that allow for appeals, complaints and grievances that are to be resolved. Student and staff grievance resolution process seeks to facilitate their formal resolution of grievances as close as possible to the source of the aggrieved person's dissatisfaction, though there will be instances when either students may choose to lodge a formal appeal or a grievance needs to go to a higher authority for resolution.

The institute has the following mechanism to analyze the grievances.

1. Suggestion boxes are placed on all corridors in the Institute to lodge the feedback/complaint/suggestion of all stakeholders.
2. The committee should hold a meeting once in a month to address the grievances raised by staff and students.
3. The Grievance Redressal Cell's responsibility is to ensure that all concerned parties involved are fairly represented.
4. The investigator will thoroughly take notes of all interviews with the offended member and key witnesses during the process of investigation.
5. The committee may gather and consider any information it deems relevant and hear from anybody it judges to have relevant information in addition to the written declarations and testimony of the student and the teaching member. The committee ultimately decides whom to interview, however the student and faculty member may both submit names of people with pertinent information.
6. The committee's discussions and proceedings will be maintained confidentially in any circumstances.
7. After investigation upon grievances received, the committee members prepare a report and forward to Principal for further action.
8. Thereafter, the principal on reviewing and understanding the level of the problem forwards the same to the management committee for necessary action & resolve the grievance **within a week of time.**



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Policy Document of Anti-Ragging cell



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POLICY OF ANTI-RAGGING CELL

Government/University Grants Commission (UGC), guidelines notified vide no.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) are strictly implemented at Vignan's Institute of Engineering for Women.

Our primary aim is to establish a healthy environment by forbidding ragging. We've set up an Anti-ragging cell to prevent students from mock activities. The penal has enclosed safety measures to ensure the safety and to maintain peace among students with the help of Anti-Ragging rules, regulations, and measures. Ragging is an offence and we strongly abide by the rules against any such pranks.

The Anti-Ragging Cell will look after such attempts of mockery associated with such incidents to avoid ragging and harassment. Our institution aims at creating a ragging free campus by implementing stringent actions against the offender. We have initiated a systematic construct of members and appointed them in Anti-Ragging Committees, Squads & Patrols. This committee has a strategic plan to involve the students to learn and grow in a safety, healthy environment to build a successful career.

We also observe the hostel, administration, classrooms, canteen, ground, and surrounding locations to detect and deliver help to our students. We have given the promise to keep the students details safe if they drop in their concerns that bother them in the complaint boxes which is fixed in the specific spots.

According to the Hon'ble Supreme Court of India, Ragging constitutes one or more of any of the following acts which may cause or is likely to cause physical or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student

- b. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishments accorded:

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, those found guilty may be awarded one or more of the following punishments, namely;

Punishments accorded:

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- ❖ Suspension from attending classes and academic privileges.
- ❖ Withholding/ withdrawing scholarship/ fellowship and other benefits.
- ❖ Debarring from appearing in any test/ examination or other evaluation process.
- ❖ Withholding results.
- ❖ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- ❖ Suspension/ expulsion from the hostel.
- ❖ Cancellation of admission.
- ❖ Rustication from the institution for period ranging from one to four semesters.
- ❖ Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Complaint Procedure:

Any complaint of ragging should be made to the college appropriate committee by a student, immediately of its occurrence. The committee should complete the enquiry **within 24 hours** and file a complaint with the police if it is found a student or any other person guilty of ragging.

Students may register the complaint on toll-free phone number (1800-180-5522), or through email (helpline@antiragging.in).

Students can log on to the Anti-Ragging Portal: www.antiragging.in.




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Policy Document of Internal Complaint Cell



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POLICY OF INTERNAL COMPLIANT CELL (ICC)

Internal Compliant Cell (ICC) committee is established in the college to ensure safe and healthy working environment for the female students and staff. The cell plays dual role. The

Cell is required to work in the direction of providing help to any female complaining of discrimination, either gender discrimination or otherwise, any kind of abuse, loneliness, peer pressure, groupism, home sickness, insecurity and/or inferiority complex in terms of physical appearance, hostel issues, harassment from room-mates, adjusting and adopting to the new environment etc.

The Cell also deals with issues relating to sexual harassment at the college as per the guidelines of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013. It is applicable to all students, staff and faculty. The following is also sexual harassment and is covered by the committee:

- Eve-teasing, Unsavoury remarks,
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts, Gender based insults or sexist remarks,
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- Touching or brushing against any part of the body and the like,
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,
- Forcible physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy.

Mechanism for complaints on Sexual Harassment:

A written complaint is required to be taken from the aggrieved person, necessary action to be taken, preferably to settle the matter through counselling and conciliation as soon as possible.

In case the matter is not so sorted, inquiry to be conducted and matter to be sorted out **within 10 days** from the date of complaint. The members to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students. Following are the Guidelines to be strictly followed

- The complainant will have to submit a written and signed complaint addressed to the Presiding officer of the Cell
- The students/staff can give a complainant through e-mail to internalcomplaint.view@gmail.com
- The counsellor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint
- The members of the Cell will discuss the complaint
- If the case falls outside the purview of the Cell, the complainant will be informed to Director
- If the case comes under the purview of the Cell, an enquiry committee will be set up
- The Committee will submit a report and recommend the nature of action to be taken at the earliest by Director
- If any legal action is required with the help of advocate member of the cell complaint is forwarded to police.



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Policy Document

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SC / ST Cell



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POLICY of SC/ST CELL

Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two most backward groups of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. The cell at our best Women College in Visakhapatnam has been established to support and to bring students from such communities in the mainstream.

SC/ST cell of Vignan's Institute of Engineering for Women, Visakhapatnam was established in 2022 with the purpose to oversee the effective implementation of policies and programmes for the needy groups and to act as source of strength by providing Psychological and monetary assistance in order to achieve equality and social justice, it is decided to constitute "**SC/ST Committee**". The cell will also look into the implementation of reservation in admissions to courses and recruitment of teaching and non-teaching faculty at our college.

Activities:

1. To collect reports and information of State Govt. and UGC orders on various aspects of education, employment of SC/ST Students.
2. To circulate State Govt., and UGC decisions about different scholarship programs.
3. To communicate with the students and motivate them for better future planning.
4. To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
5. To ensure provisions of an environment where all such students feel safe and secure.
6. To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
7. To provide the mechanism to redress the grievance of SC/ST students, if any.
8. To ensure protection and reservation as provided in the constitution of India.
9. To arrange for special opportunities to enhance the carrier growth.

10. To aware the SC/ST students regarding various scholarships program of State Govt. and UGC.
11. To take such follow up measures to achieve the objectives and targets lay down by the Govt. of India and the UGC.
12. To encourage and enlighten the SC/ST students with regard to the rights enshrined in the constitution.

SC/ST COMMITTEE:

S.No	Name	Position	Designation
1	Dr. Sudhakar Jyothula	Chairman	Principal
2	Dr.Chandra Sekhar Beera	Coordinator	Associate Professor-BS&H
3	Mr.S.Sagar	Member	Asst. Professor-IT
4	Mrs. Kezia	Member	Asst. Professor-EEE
5	Mr.B.Ravi	Member	Asst. Professor-ECE
6	Mrs.M.Sowjanya	Member	Asst. Professor-MBA

Functions and Objectives of the Committee:

1. Circulate State/Central GO's Circulars from time to time and to collect information regarding course wise admissions of the candidates pertaining to SC/ST in the college on annual basis.
2. Analyze information on admissions, examination results training and employment of SC/ST students and to prepare reports for onward transmission to MHRD/UGC/Affiliating Universities, etc.
3. SC/ST cell is expected to look after Grievances of Students & Teaching and non-teaching staff and provide necessary help after consultation with the competent authority.
4. To conduct remedial coaching classes, life skills, personality development, writing assignments, and making presentations.
5. To organize Interactive sessions, informal meetings with students to address their Personal & Social problems.
6. The SC/ST/OBC/PWD students can approach the Coordinator/Liaison officer of the cell for redressed of any grievance(s) regarding Academic/Administrative/Social Problems
7. The Committee meets at least once in a semester.
8. The Committee functions under the Chairmanship of the Principal.

9. The issues faced by students can be resolved **within a week.**
10. The Liaison Officer, on behalf of the Cell will facilitate the overall welfare of the SC/ST Students and Staff as per AICTE guidelines.



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