



# SCIENT INSTITUTE OF TECHNOLOGY

Ibrahimpattam, R.R. District – 501506

(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

Website: [www.scient.ac.in](http://www.scient.ac.in)

## 5.1.4 Implementation of guidelines of statutory/regulatory bodies.

5.1.4: The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.

S.NO	Description
1	Implementation of guidelines of statutory / regulatory bodies.
2	Organization wide awareness and undertaking policies with zero tolerance.
3	Mechanisms for submission of online / offline student's grievances.
4	Timely redressal of the grievances through appropriate committees.



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## 5.1.4: Implementation of guidelines of statutory/ regulatory bodies

The Institute has framed the policy document and constituted the following committees as per guidelines of statutory bodies like UGC/AICTE, to

S.NO	Name of the Committee
1	Grievance Redressal Committee
2	Internal Complaint Committee (Sexual harassment of Women at work place)
3	Anti- ragging committee
4	Committee for SC/ST students (To look after the problems of SC/ST students)



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## POLICY DOCUMENTS FOR ESTABLISHING VARIOUS COMMITTEES



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## POLICY DOCUMENT FOR ESTABLISHING VARIOUS COMMITTEES

S.NO	DESCRIPTION
1	INTRODUCTION
2	GRIEVANCE REDRESSAL COMMITTEE
3	INTERNAL COMPLAINT COMMITTEE (SEXUAL HARASSMENT OF WOMEN AT WORK PLACE)
4	ANTI-RAGGING COMMITTEE
5	COMMITTEE FOR SC/ST STUDENTS (TO LOOK AFTER THE PROBLEMS OF SC/ST STUDENTS)
6	ESTABLISHMENT OF COMMITTEES



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## 1. INTRODUCTION

Scient Institute of Engineering and Technology, Ibrahimpattam, RangaReddy, Telangana is committed to support all the students for their all-round development and growth. To attend and solve the grievances of students and as per the guidelines of the AICTE and JNTU, Hyderabad, the management of Scient Institute of Engineering and Technology has established the following committees and has been supporting the students.

- i. Grievance Redressed Committee
- ii. Internal Complaint Committee (Sexual harassment to Women at work place)
- iii. Anti-ragging committee.
- iv. Committee for SC/ST students (To look after the problems of SC/ST students)



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## (i) GRIEVANCE REDRESSAL COMMITTEE

As per the AICTE notification No. PG/07 (01/2012) & Establishment of Mechanism of Grievance Redressal, the Grievance Redressal Committee is constituted in the college for the purpose of addressing the grievance of students, parents and others.

**Establishment of Internal Complaint Committee:** The committee is established with principal as chairman, one professor as convener and three other senior faculty members.

### **Objective**

To provide opportunity for Redressal of certain grievance of the students enrolled in the college and maintain good relations and the harmony in the institute.

**Duration of the committee members:** Principal is the permanent member and chairman of the Anti-Ragging committee. Other members can be continued, added or retired every year, as per the availability/ other assignments.

**Frequency of meeting:** As and when required of at least once in a semester.

**Grievance Redressal Process:** Complaints affecting one or more individual students in respect of the course content, lectures, availability of books, transportations and other facilities, Internal evolution, tussle between students, teasing, insulting through color, caste/ religion etc., are received for Redressa



  
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## **Stages for Redressal of grievances are First Stage (Section Department Level)**

The aggrieved students represents, his/ her grievance either in person or through online or Writing to the concerned person In-Charge in the Dept, Which is acknowledged. A written reply is sent to the student under the signature of the In-charge/ HOD within 15 days.

## **Second Stage (Administration level)**

If the students are not satisfied, he/ she may request the person In-charge / HOD to forward his/ her grievance to the grievance committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

Along with concerned HOD, any one among the other two ( b and c) would address the issue / grievance and after through screening of the grievance recommendations of the grievance committee will be communicated to the concerned student within 15 days.

The representation will be disposed of in the Grievance Redressal Meeting which meets as per the Requirement or at least once in a semester.

All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expedit



  
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## (ii) INTERNAL COMPLAINT COMMITTEE

As per the section 4 of sexual harassment of women at workplace (prevention and prohibition and Redressal Act, 2013) and to curb the menace of Sexual harassment of women at the college and to make Scient Institute of Engineering and Technology a free zone from sexual harassment, the following measures have been initiated at college level.

### **Establishment Internal Complaint Committee**

- To deal with the problems faced by the women in the campus
- To create awareness in the college about the consequences of sexual harassment.
- To take all the necessary steps to improve confidence among all the women (staff and students) at the college.
- To create safe and comfortable working environment to women.

**Duration of the committee members:** The members can be continued, added or retired every year, as per the availability/ other assignments.

**Frequency of meeting:** As and when required or at least once in a semester.

**Grievance Redressed Mechanism:** This committee is established with an aim and objective to provide women a safe, harassment-free and comfortable working environment with easy and readily accessible mechanism for prompt disposal of their grievances. Complaints from affecting women in respect of Sexual Harassment, Eve Teasing, misbehaving, insulting through other means etc., are received by the committee for necessary action



  
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## Steps in Redressal of complaints

### Step 1 (Department level):

The aggrieved woman represents her grievance either in person or through online or writing to the concerned person In-charge in the Dept, which is acknowledged. At this level, inquiry is conducted and tries resolve the issue with the conscience of the Chairman (ICC), otherwise, the complaint is forwarded to the Chairman (ICC committee) for Redressal.

### Step2 (Committee level):

The Chairman (ICC committee) will organize the meeting with all the members. After inquiry and examination of the issue, the committee will initiate the suitable action against the erring people. The committee may initiate serious punishment against the repeaters of such acts and may handover the case to the polices for necessary action.

The complaint will be generally disposed of within a week's time. All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by women.



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## ANTI-RAGGING COMMITTEE

The management of the Scient Institute of Engineering and Technology has taken various precautions as per AICTE / UGC Norms to prevent ragging and ensure 100% no- ragging. Ragging in any form inside or outside the college is banned and in order to have the peaceful atmosphere in and around the college, canteen, Library etc.,

**Establishment of Anti-ragging committee:** Anti-Ragging Committee with Principal as Chairman, HODs, the faculty and staff members including SHO, MRO and students are constituted in accordance with the following statutory bodies/regulations

- AICTE Anti-ragging Notification
- UGC Regulations on Curbing the menace of Ragging in Higher Educations
- Anti- Ragging Affidavit (Performa)
- AICTE- Anti-ragging Public Notice
- Prohibition of Ragging as per Act 26 of AP. Legislative Assembly, 1997.

## **Prohibition of Ragging**

- Ragging is prohibited in the college, as per the above acts & statutory bodies
- Ragging entails heavy fines and / or imprisonment.
- Ragging invokes suspension and dismissal from the College.
- Outsiders are prohibited from entering the college/Canteen/Library etc. without permission.
- All the students must carry their identity Cards and show them when demanded.



  
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**Duration of the committee members:** Principal is the permanent member and chairman of the Anti-Ragging committee. Other members can be continued, added or retired every year, as per the availability/other assignments.

**Frequency of meeting:** As and when required or at least once in semester.

## Objectives of Anti-Ragging Committee:

- Creating ragging free atmosphere in and outside of the college campus.
- Committee to allot duties to all the staff members at almost all areas in the college (i.e., Departmental Buildings, Canteen, Library parking places, play grounds, nearby bus stops etc.) to avoid ragging activities.
- To form Anti-ragging squads comprising of faculty members, non-teaching staffs and senior and to make surprise visits to very sensitive location within campus and outside the campus.
- Wide canvassing about anti-ragging, is to be done in the forms of display of Flexi banners, Meetings, and Boards in college. Canteen corridors and surrounding areas where there is a chance of ragging
- Awareness programs to be conducted by Scient Institute of Engineering and Technology Campus connect team and through meetings with the students.
- To restrain Senior students from ragging activities and create
- 
- (i) Cordial relations among students for fulfilling organizational mission and vision.
- (ii) Awareness among students regarding ragging free campus.
- To provide number of display boards giving detail descriptions of anti-ragging activities, Supreme Court directives and penalty liable to be imposed on those involved in such activities at various places within the campus.



  
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- ❖ **Grievance Redressal Process:** This cell is established with an aim and objective to provide the students an easy and readily accessible mechanism for prompt disposal of Complaints affecting one or more individual students in respect of their Ragging, Eve Teasing, Insulting Through Color, Caste/ Religion. Sexual Harassment etc., are received for Redressal
- ❖ **Stages for Redressal of grievances:**
- ❖ First stage (Section Department level):
- ❖ The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept, which is acknowledged. A written reply is sent to the student under the signature of the In- charge / HOD within weeks' time.

**Second stage (Administration level):** If the student is not satisfied, he/she may request the Person In-charge / HOD to forward his/her grievance to the committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

- ❖ Along with concerned HOD, any one among the other two (b and c) would address the issue/grievance and after thorough screening of the grievance, recommendations of the committee will be communicated to the concerned student within 15 days.
- ❖ All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expeditiously.



  
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## (iv) COMMITTEE FOR SC/ST STUDENTS

As per the UGC guidelines (as per the Scheduled Caste and the Scheduled Tribes prevention of atrocities act 1989, no.33 of 1989, dated 11:09:1989), the Scheduled Caste (SC) and the Scheduled Tribes (ST) Cell is constituted at institute, for promoting the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.

The committee consists of Principal as chairman and other 5 faculty members, out of which two members belong to SC/ST category.

**Duration of the committee members:** Principal is the permanent member and chairman of the committee. Other members can be continued, added or retired every year, as per the availability/other assignments.

**Objectives:** To counsel and guide SC/ST students and help them to manage academic and personal issues of college life effectively.

To ensure provisions of an environment where all such students feel safe and secure.

To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.

To provide the mechanism to redress the grievance of SC/ST students, if any

To ensure protection and reservation as provided in the constitution of India.

To make aware the SC/ST students regarding various scholarships program of State Govt. and UGC.

**Frequency of meeting:** As and when required or at least once in a semester.



  
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## **Grievance Redressal System:**

This cell is established with an aim and objective to provide the students an easy and readily accessible mechanism for prompt disposal of day-to-day grievances of SC/ST students. Complaints affecting one or more individual students in respect of their teasing, insulting through color, caste/ religion etc., are received for redressal.

## **Stages for Redressal of grievances are:**

### **First stage (Section Department level):**

The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept, which is acknowledged. A written reply is sent to the student under the signature of the In- charge / HOD within 7days.

**Second stage (Administration level):** If the student is not satisfied, he/she may request the Person In-charge / HOD to forward his/her grievance to the SC/ST grievance committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advent
- e. Principal

Along with concerned Hob, any one among the other tenth and of would address the tesue/grievance and after through screening, the committee will communicate to the concerned student within 15 days.





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All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stage expeditiously



  
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## ESTABLISHMENT OF VARIOUS COMMITTEES

### Constitution of Grievance Redressal Committee (GRC)

As per the policy guidelines of Scient Institute of Society, as per the AICTE notification No.PG/07/1011/2012 & Establishment of Mechanism or Grievance Redressal (Regulations, 2012, F.No. 37-3/ Legal/2012.dated 25.05.2012), the Grievance Redressal Committee is constituted in the college

The objective of GRC is to provide the opportunity for Redressal of certain grievances of the students for Parents of the students) enrolled in the college and to maintain good relations and the harmony amongst all the students in the institute.

The society established the GRC committee with the following members for the year 2015-2016



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## Members of Grievance Redressal committee for 2021-2022.

Name of the Committee	List of Members	
	Name	Designation
Grievance Redressal Committee	Dr. Y. V. BALARAMA KRINSHNA RAO	CHAIRMAN
	Dr.M. JANARDHAN YADAV	MEMBER
	Dr. VISHAL RAJA ZACHARIAS	MEMBER
	Dr. V. VENKAT REDDY	MEMBER
	MD. SHAFIULLA	MEMBER
	K.DEEPTHI	MEMBER
	G. PRIYANKA	MEMBER
	K. SONY GLORY	MEMBER
	K. SAIDULU	MEMBER
	K. SUDHAKAR	MEMBER
	V. NAGAMANI	MEMBER



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## CONSTITUTION OF ANTI RAGGING COMMITTEE (ARC)



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The management of the Scient Institute of Technology has taken various precautions in accordance with UGC Regulations, Supreme Court directives and provisions State Act to ragging and zero in the college. Ragging in any form inside or outside the college is banned and in order to have the peaceful atmosphere in and around the College, Canteen, Library etc.

**Following is the Composition of Anti Ragging Committee, established for the Academic year 2021-2022.**

S.No	Positions	Designation	Name of the Staff
1	Chairman	PRINCIPAL	Dr.G.ANIL KUMAR
2	Vice-Chairman	HOD EEE	Dr. Y V BALARAMA KRINSHNA RAO
3	Coordinator	HOD ECE	Dr. VISHAL RAJA ZACHARIAS
4	Member	HOD MBA	Dr. Y.SRINIVAS REDDY
5	Member	HOD CSE	Dr.SRIKANTH LAKUMARAPU
6	Member	HOD H&S	K.DEEPTHI
7	Member	Assoc.Professor	K.SAIDULU
8	Member	Assistant Professor	K.SONY GLORY
9	Member	Administrative Officer	B.VAMSHI KRISHNA
10	Member	Circle Inspector,IBP	SAIDULU
11	Member	Local Reporter	SRINIVAS REDDY
12	Member	Care Taker	K.VIJAY KUMAR
13	Member	Parent	CH.SRINIVAS
14	Member	Parent	B.VENKATESH
15	Member	Student CSE I-yr	K.SOUMYASREE
16	Member	Student ECE I-yr	S.ANJALI
17	Member	Student CSE III-yr	G.JOSEPH REDDY
18	Member	Student ECE III-yr	N.VARSHA



**ESTABLISHMENT OF INTERNAL COMPLAINT COMMITTEE (ICG)**

  
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As per the section 4 of sexual harassment of women at workplace (Prevention and Prohibition and Redressal Act, 2013) and to curb the menace of Sexual harassment of women at our college and to make Scient Institute of Technology a free zone from sexual harassment, the following measures have been initiated at college level.

An Internal Complaint Committee (ICC) has been constituted on 20 April 2015 (for 2015-2016) with the following Teaching staff, non-teaching staff and student members of our college (as per AICTE guideline). This Committee monitors the measures for preventing, prohibiting and punishing activities of sexual harassment on women, within and outside of the college campus.

### ICC Members (Anti-Sexual Harassment Committee) for 2021-2022

S.No	Name of the Staff	Position	Designation / Department
1	Dr.Y.V. BALARAMA KRISHNA RAO	CHAIRPERSON	HOD EEE
2	K.DEEPTHI	MEMBER	HOD H&S
3	K.SAIDULU	MEMBER	Assistant professor ECE
4	B.RAMYASREE	MEMBER	Assistant professor CSE
5	U.VENKATESHWARI	MEMBER	Lab Assistant ECE
6	G.DEVAKUMAR	MEMBER	Lab Assistant H&S
7	P.SAIKUMAR	MEMBER	Student
8	M.SWATHI	MEMBER	Student
9	NIHARIKA	MEMBER	Student



  
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**ESTABLISHMENT OF COMMITTEE FOR SC & ST STUDENTS**



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## (SC & ST cell)

As per the UGC guidelines (as per the Scheduled Caste and the Scheduled Tribes (prevention of atrocities act 1989, no.33 of 1989, dated 11.09.1989), the Scheduled Caste (SC) and the Scheduled Tribes (ST) Cell is constituted at our institute, which promotes the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.

After the discussions with HODs and Members of Management, the following committee has been established, on 28th April 2021 for the academic year **2021-2022**, to look into the problems and needs of the students belong to SC & ST category in our college.

S.No	Positions	Designation	Name of the Staff
1	Chairman	Assistant Professor H&S	K. SONY GLORY
2	Member	Assistant Professor ECE	P. LAXMAN
3	Member	Assistant Professor ECE	R. SRIRAMULU
4	Member	Assistant Professor CSE	M. NAVEEN KUMAR
5	Member	Lab Assistant ECE	V. NAGAMANI



  
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