



**KBN** COLLEGE  
ESTABLISHED IN 1965



ISO 9001-2015 CERTIFIED

NAAC 'A' GRADE CYCLE 3

# **KAKARAPARTI BHAVANARAYANA COLLEGE** (AUTONOMOUS)

(Sponsored by S.K.P.V.V. Hindu High Schools' Committee), Kothapeta, Vijayawada - 520 001.  
A College with Potential for Excellence (CPE) 3.5 Star Rating in Innovations & Start-Ups by MoE  
Recognized as Band PERFORMER in ARIIA by Ministry of Education, Govt. of India

5.1.4: The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

## ADDITIONAL INFO.

- ∂ Awareness and undertakings on policies with zero tolerance
- ∂ Proof related to Mechanisms for submission of online/offline students' grievances
- ∂ Proof for Implementation of guidelines of statutory/regulatory bodies
- ∂ Details of statutory/regulatory Committees (to be notified in institutional website also)
  - Proceedings of the Cell / Committee
- ∂ Annual report of the committee monitoring the activities and number of grievances
  - Grievance Redressal Cell
  - Internal Complaints Committee

∂ Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance:

**AWARENESS PROGRAMMES –  
PHOTOS & REPORTS**

# **Parents meet 2022-2023**

(I Year Degree Students)

**SCHEDULE – 04<sup>th</sup> to 7<sup>th</sup> January, 2023**

Programme Timings: 8:00 - 09:30 A.M.

<b>Dates</b>	<b>Forenoon Session</b>	<b>Student Strength</b>
<b>04.01.2023</b> <b>Wednesday</b>	<b>B.Com. (Gen)</b>	<b>55</b>
	<b>B.Com. (T.P)</b>	<b>64</b>
	<b>B.Com. (Log)</b>	<b>50</b>
	<b>BBA</b>	<b>62</b>
	<b>TOTAL</b>	<b>231</b>
<b>05.01.2023</b> <b>Thursday</b>	<b>B.Com. (Comp)-1 &amp; 2</b>	<b>165</b>
	<b>B.Voc. (WT&amp;SD)</b>	<b>51</b>
	<b>TOTAL</b>	<b>226</b>
<b>06.01.2023</b> <b>Friday</b>	<b>BCA-1 &amp; 2</b>	<b>161</b>
	<b>B.Sc. (DS)</b>	<b>54</b>
	<b>TOTAL</b>	<b>215</b>
<b>07.01.2023</b> <b>Saturday</b>	<b>B.Sc. (CBZ)</b>	<b>29</b>
	<b>B.Sc. (MPCS)</b>	<b>54</b>
	<b>B.Sc. (MECS)</b>	<b>23</b>
	<b>B.Sc. (MSCS)-1 &amp; 2</b>	<b>76</b>
	<b>B.Sc. (MCCS)</b>	<b>23</b>
	<b>TOTAL</b>	<b>259</b>

A parent Teachers meeting was arranged by the Ward Counselling committee from 04 -01-2023 to 7-01-2023.The meeting was Conducted for First Year Degree Students.

The parents have been informed well in advance by sending invitation letter and the conformation of parents has been collected by Ward Counselling Incharges of the respective sections.

The meeting started with the welcome address by Ward Counselling convener Capt K.P.T.Vijay Bhaskar.He briefed the gathering about Ward Counselling system to the Parents gathered over there.

The Principal Dr.V.Narayana Rao stressed on the activites related to Academic, Sports, NCC, NSS, Culture events, Placement in the college.

The Vice Principal Sri P.L.Ramesh displayed a powerpoint presentation of Academic, Autonomous System, Placements, NCC, NSS, Red ribbon, and facilities provided by the college.

This was followed by a very cordial interactive session between Teachers and parents regarding performance of the students.

A feedback is collected from the parents regarding the activities and facilities provided by the college for further improvement of the college.

## Parent's meet@Day-1: 04-01-2023







## PARENT – TEACHER MEETING

11<sup>th</sup> to 16<sup>th</sup> March, 2022

Organized by: Ward Counselling Committee

### **Parent's meet @ Day-1: 11-03-2022**

A parents Teachers meeting was arranged by the Ward Counselling committee on March 11<sup>th</sup> 2022 .The meeting was Conducted for newly admitted students ie for I B.Com(Gen) , I B.Com(T.P) and I B.Com(Log) sections.

Parents have been informed about the meeting one week before by sending an invitation letter and the conformation from parents has been Collected by Ward Counselling Incharges of sections.

The meeting started with the welcome address by Ward Counselling convener Sri K.P.T.Vijay Bhaskar. He briefed the gathering about Ward Counselling system.

The Principal Dr.V.Narayana Rao addressed about Sports, NCC, NSS, Cultural events, Placements in the college.

The Vice principal Sri P.L.Ramesh presented a slide show representing Academic, Autonomous System, Placements, NCC, NSS, Red ribbon, and facilities provided by the college

This was followed by a very cordial interactive session between Teachers and parents regarding performance of the students.The parents gave a positive feedback regarding the activities, and facilities provided by the college





### **Parent's meet@Day-2: 12-03-2022**

A parents Teachers meeting was arranged by the Ward Counselling committee on March 12<sup>th</sup> 2022. This meeting was Conducted for I B.Com(comuters) section 1 & 2 and I B.B.M.

The meeting started with the welcome address by Ward Counselling committee member Sri S.Vasu. He briefed the gathering about I B.Com(comuters) section 1 & 2 and I B.B.M. sections parents, students and staff members on the general information about Ward Counselling system.





### **Parent's meet@Day-3: 14-03-2022**

A parents Teachers meeting was arranged by the Ward Counselling committee on March 14<sup>th</sup> 2022 .This meeting was Conducted for I BCA SECTIONS 1&2 AND B.VOC(WT&SD) SECTION

The meeting started with the welcome address by Ward Counselling committee member Sri S.Vasu. He briefed the gathering of about I BCA SECTIONS 1&2 AND B.VOC(WT&SD) SECTIONS parents, students and staff members on the general information about Ward Counselling system





### **Parent's meet@Day-4: 15-03-2022**

A parents Teachers meeting was arranged by the Ward Counselling committee on March 15<sup>th</sup> 2022 .This meeting was Conducted for I B.Sc(MPC, CBZ, MPCs, MCCS, IOT) sections.

The meeting started with the welcome address of Ward Counselling convener K.P.T.Vijay Bhaskar .He briefed the gathering of about I B.Sc(MPC, CBZ, MPCs, MCCS, IOT) section parents, students and staff members on the general information about Ward Counselling system.



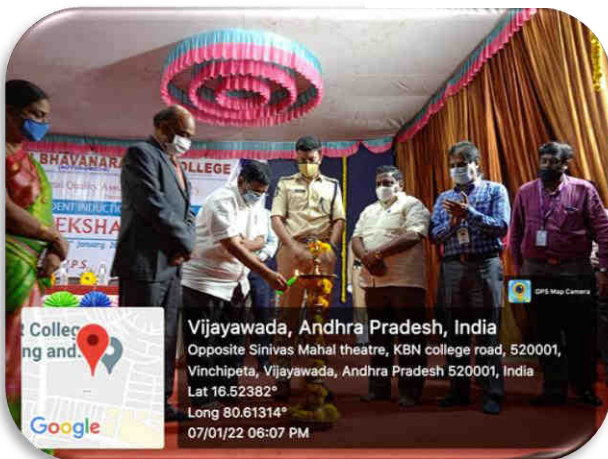
# DEEKSHARAMBH – 2022

- A Student Induction Programme

Organized by: Internal Quality Assurance Cell



Inviting the Guests by  
Dr. G. Krishnaveni, IQAC Coordinator



Lighting of the Lamp by dignitaries on  
the dais



Dr. V. Narayana Rao, Principal,  
addressing the gathering

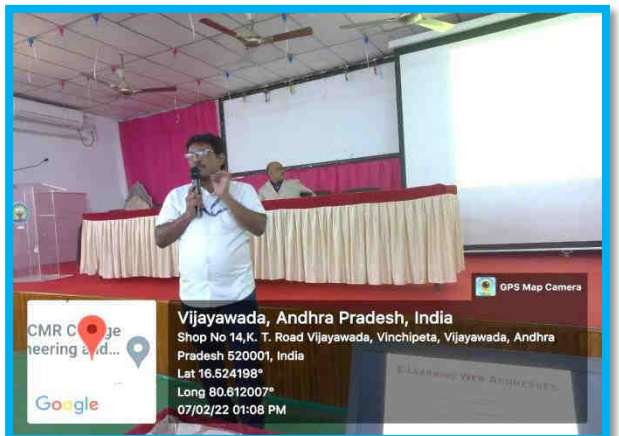


Talk by the Chief Guest  
Sri V. Harshavardhan Raju, IPS,  
Deputy Commissioner of Police,  
Vijayawada West



Students at the Programme

Day-1 (07.02.2022):



## Day-2 (08.02.2022):



Day-3 (09.02.2022):





Student induction programme is organized to orient the newly admitted students about the institute, autonomy, student support services, activities of the departments, student centric teaching learning process, evaluation and assessment system, course objectives and outcomes, course structure and infrastructure facilities available at the institution. The induction programme served as a strong foundation for the first year students for beginning their three year long journey.

The student induction programme was conducted for a period of 3 days which was inaugurated on 7<sup>th</sup> January, 2022 by Sri Harshavardhan Raju, IPS, The schedule of the student induction programme is:

Dates	Forenoon Session	Afternoon Session
07.02.2022	B.Com. (Gen)	B.Sc. (MPC)
	B.Com. (T.P)	B.Sc. (CBZ)
	B.Com. (Log)	B.Sc. (MPCS)
		B.Sc. (MCCS)
08.02.2022	B.Com. (Comp)-1 & 2	B.Sc. (DS)
	BBA	B.Sc. (MECS)
		B.Sc. (IoT)
09.02.2022	BCA-1 & 2	B.Sc. (MSCS)-1 &
		B.Voc. (WT&SD)

During the programme the Principal Dr. V. Narayana Rao summarized the overall achievements and activities of the institution. As the institution has 'Ragging Free Campus' the Vice-Principals educated the rules and regulations regarding the discipline that students have to follow in the campus and told the students about the infrastructure facilities provided in the campus. Sri Ch. Ramesh Babu, Controller of Examinations created awareness among students on examination pattern and evaluation pattern followed in the autonomous. Later all the In-Charges and Convenors of the Student Support services created awareness about the facilities provided and activities and awareness programmes organized in their respective cells and committees.

## **PARENT – TEACHER MEETING – 2019-20**

Kakaraparti Bhavanarayana College has organised a Parents meet in Seminar Hall from 10<sup>th</sup> to 13<sup>th</sup> July, 2019 under the chairmanship of Dr. V. Narayana Rao, Principal. He addressed all the students with his motivational words. He explained to all the parents about the importance of this meet. It is a common platform to discuss various issues like the performance of a student in the classroom, attendance and also all round development of a student. He also mentioned the rules and regulations to the parents and also he clarified the doubts asked by the parents. In his words, he mentioned the importance of various cells established in the college and their role towards the development of a student.

The Ward Counselling Co- coordinator Dr. K. Siva Prakasa Rao explained to the parents about the mentor – mentee system. He also said that the ward counsellors look after their children with utmost care. They are regularly monitor the attendance and their marks. The attendance monitoring cell also monitoring the students attendance. If the student is not present in the class immediately the attendance monitoring cell members made a call to the parent and note down the remarks. If the students are having any psychological issues they have the privilege to contact the Psychologist Smt. Kalyani and she is taking classes to all the students to strengthen their mental ability.



**PARENT – TEACHER MEETING-2018-19**

**30/08/2018**



**Dr. V. Narayana Rao, Principal addressing the gathering about the College Rules**



**About academic activities of the college by Sri T. Bhagya Kumar, Principal (I/c)**



**Sri T. Srinivasu, Secretary & Correspondent, explaining about the Administration of the college**



**Parent's suggestions**

**PARENT – TEACHER MEETING-2018-19**

**30/08/2018**

**REPORT**

On 30<sup>th</sup> August, 2018 the college has organized Parent – Teacher Meet in Seminar Hall. The meeting was organised under the presidentship of Principal Dr. V. Narayana Rao. The parents of First year Degree students attended the meet. The purpose of the meet is to deliver the details about student oriented activities and schemes run by college. This meet will also encourage the parent's suggestions. To encourage Parents to attend the meet a time schedule is fixed and the same is informed to the parents through phone calls and SMS alerts. The parents are also provided with transportation and refreshments.

The Ward Counselling Co-ordinator Dr. K. Siva Prakasa Rao explained to the parents that personal care is taken and guidance is given to students to enable them to improve their academic performance. He concluded by saying that Remedial Coaching is offered for slow learners and study material is distributed to economically backward and reserved category students. The students are also given personal counselling through college psychologist to reduce their stress.

# Three - Day Students Induction Meet - 2019-20

3<sup>rd</sup> - 5<sup>th</sup> July, 2019

Organized by: Ward Counselling Committee



Principal Dr. V. Narayana Rao, addressing the students about College



## Three – Day Students Induction Meet – 2019-20

3<sup>rd</sup> – 5<sup>th</sup> July, 2019

Organized by: Ward Counselling Committee

### **REPORT**

Students Induction Meet for the Academic Year 2019-20 was held from 3<sup>rd</sup> to 5<sup>th</sup> July, 2019, by the Ward-Counselling Committee. The meeting was organised under the Presidentship of Dr. V. Narayana Rao, Principal for the first year degree students. The purpose of the Meet is to inform the details about student programmes – curriculum & non-curriculum activities run by the college.

The Principal in his address briefed the students about the college facilities. Vice-Principals Sri E. Vara Prasad & Dr. K. Naveen Kumar enlightened the students about the discipline in the campus. Academic Director Sri P. L. Ramesh briefed the students about the academics. Controller of Examinations Sri G. Pitchi Reddy explained about the pattern of examinations and importance of Choice Based Credit System. The Convenor of Ward-Counselling Committee Dr. K. Siva Prakasa Rao gave the details about remedial coaching offered for the slow learners in the college and importance of student attendance. He said that study materials will be distributed to economically backward and reserved category students.

In Mentoring system, selected staff member would be the Mentors. One staff member will be the Mentor for one class, monitoring the academic performance and discipline. Student profile book is maintained by the mentor, which consists of all the information pertaining to the student concerned. Each Mentor will officially interact with the student once in a month. Besides this, the student is encouraged to meet the concerned mentor by fixing an appointment with

him/her for his/her all-round development. The students are also given personal counselling through the college psychiatrist to reduce their stress.

NSS Programme Officer, Sri J. Panduranga Rao gave the details of NSS activities and the importance of NSS to the society. The NCC officer Lt. K. P. T. Vijaya Bhaskar gave the details about the use of NCC. The HoD of Physical Education Sri D. Hemachandra Rao addressed the students about sports calendar and practice sessions for the year 2019-20. The convenor of Dramatic Association Sri V. Seshagiri Rao spoke on the importance of cultural events and advised the students to join in dramatic association to come out with the creative talents. The Convenor of Red Ribbon Club Dr. M. Venkata Srinivasa Rao motivated the students regarding blood donation and how it helps the society. The HOD of Library Science Sri V. Tirupathi Rao has given details about the issuing and borrowing books and utilisation of digital library etc. Finally, the Placement officer Sri B. Srinivasa Reddy addressed the students regarding the companies about campus recruitments and recruitment procedures.



# STUDENTS ORIENTATION PROGRAMME

ORGANIZED BY

WARD COUNSELLING COMMITTEE

16<sup>TH</sup> JULY, 2018



Sri D. Hema Chandra Rao, Physical Education, Sri V. Seshagiri Rao, NSS Officer, Sri E. Vara Prasad, Vice- Principal, Dr. V. Narayana Rao, Principal. Dr. K. Siva Prakash Rao, Convenor, Ward Counselling Committee, Sri J. Panduranga Rao, NSS Officer, Sri KPT Vijaya Bhaskar, NCC Officer and Dr. MV Srinivasa Rao Convenor, Red Ribbon Club on the dais



Sri T. Vijaya Babu, Convenor,  
Consumer Club addressing the  
students



Students at the Programme

# STUDENTS ORIENTATION PROGRAMME

ORGANIZED BY

WARD COUNSELLING COMMITTEE

25<sup>TH</sup> JULY, 2018



Speech by the Principal



**STUDENT**

Students at the Programme

ORGANIZED BY

## WARD COUNSELLING COMMITTEE

### REPORT

Student orientation for the Academic Year 2018 was held on 16<sup>th</sup> & 25<sup>th</sup> July 2018, by the ward-counselling committee. The meeting was organised under the presidentship of Dr.V.Narayana Rao, Principal for the first year degree students. The purpose of the orientation programme is to inform the details about student programmes - curriculum & non-curriculum activities run by the college. This orientation will also encourage the students to participate in various activities in the college.

The Principal in his address briefed the students about the college facilities. Vice-Principals Sri E. Vara Prasad & Dr. K. Naveen Kumar enlightened the students about the discipline in the campus and importance of student attendance. The Convenor of Ward-Counselling Committee Dr. K.Siva Prakash Rao gave the details about remedial coaching offered for the slow learners in the college. He said that study materials will be distributed to economically backward and reserved category students.

In Mentoring system, selected staff member would be the Mentors. One staff member will be the Mentor for one class, monitoring the academic performance and discipline. Student profile book is maintained by the mentor, which consists of all the information pertaining to the student concerned. Each Mentor will officially interact with the student once in a month. Besides this, the student is encouraged to meet the concerned mentor by fixing an appointment with him/her for his/her all-round development. The students are also given personal counselling through the college psychiatrist to reduce their stress.

NSS Programme Officer, Sri V. Seshagiri Rao gave the details of NSS activities and the importance of NSS to the society. The NCC officer Lt. K. P. T. Vijaya Bhaskar gave the details about the use of NCC. The HD of Physical Education Sri. D. Hemachandra Rao addressed the students about sports

calendar and practice sessions for the year 2018-19. The convenor of Dramatic Association Sri V. Seshagiri Rao spoke on the importance of cultural events and advised the students to join in dramatic association to come out with the creative talents. The convenor of Red Ribbon Club Dr. M. Venkata Srinivasa Rao motivated the students regarding blood donation and how it helps the society. The HOD of Library Science Sri V. Tirupathi Rao has given details about the issuing and borrowing books and utilisation of digital library etc. Finally, the placement officer Sri B. Srinivasa Reddy addressed the students regarding the companies about campus recruitments and recruitment procedures.



**GRIEVANCE REDRESSAL CELL**

**&**

**INTERNAL COMPLAINTS COMMITTEE**

**POLICY DOCUMENT**

# **GRIEVANCE REDRESSAL CELL & INTERNAL COMPLAINT COMMITTEE POLICY DOCUMENT**

## **PURPOSE:**

The Grievance Redressal Cell and Internal Complaints Committee are established to provide a fair, transparent, and confidential mechanism for addressing grievances, including complaints related to gender-based discrimination, harassment, and any form of misconduct within KBN College. This policy outlines the procedures for reporting, investigation, and resolution, emphasizing our commitment to zero tolerance for any behavior that violates the dignity and rights of individuals.

## **APPLICABILITY:**

This policy applies to all students, faculty, staff, and any other individuals associated with KBN College.

## **GRIEVANCE REDRESSAL CELL**

## **PRINCIPLES:**

### **1. CONFIDENTIALITY:**

All information related to grievances will be treated with the utmost confidentiality. Only those directly involved in the investigation process will have access to the information.

### **2. IMPARTIALITY:**

The Grievance Redressal Cell will conduct investigations impartially, ensuring a fair and just resolution.

## **GRIEVANCE REPORTING PROCEDURE:**

- Students should submit their grievances either through college website or through the Webpros Link.



### Grievance Handling Process:

- The committee conducts an initial review of the grievance to determine its validity and whether it falls within the purview of the committee.
- Once the committee accepts the grievance, it notifies the parties involved, which may include the complainant, accused individuals, and relevant authorities.
- The committee initiates an investigation, which may involve gathering evidence and interviewing relevant parties. The goal is to obtain a comprehensive understanding of the situation.
- The committee conducts meeting or hearing to allow both the complainant and the accused to present their sides of the story
- After the investigation and any necessary hearings, the committee deliberates on the evidence and information gathered. It assesses the validity of the grievance and determines appropriate recommendations or actions.
- The committee issues a formal report containing its findings and recommendations for resolving the grievance. Recommendations may include disciplinary actions, policy changes, or other measures aimed at addressing the issue.



PRINCIPAL

Kakaraparti Bhavanarayana College  
VIJAYAWADA-1,

## **INTERNAL COMPLAINTS COMMITTEE (ICC)**

### **PREVENTION AND REDRESSAL:**

The ICC is responsible for the prevention and redressal of complaints of sexual harassment.

- **Education and Awareness:** The ICC will conduct awareness programs and educational initiatives to prevent sexual harassment and promote a safe environment.

### **COMPOSITION:**

**1. CHAIRPERSON:** A senior faculty member or an external expert appointed as the Chairperson.

**2. MEMBERS:** Faculty members, staff representatives, and external members with expertise in gender issues.

**3. STUDENT REPRESENTATIVE:** A student representative nominated by the student body.

### **MECHANISM FOR REDRESSAL OF COMPLAINTS:**

Any aggrieved woman may take in writing, a complaint of sexual harassment at workplace to any member of the college.

If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Head of the organization and handover the same in person or in a sealed cover. Upon receipt of such complaint the Principal shall retain the original complaint with himself and send to the complaints committee as gist of the complaint containing all material and relevant details other than the name of the complaint and other details which might disclose the identity of the complaint.

The Internal Committee can take steps to settle the matter between her and the respondent through conciliation, at the request of aggrieved woman.





The Internal Committee, shall record the settlement so arrived and forward the same to the employer regarding action taken as specified in the recommendation.

Where the Internal Committee of the campus arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved women or any other person making the complaint has produced any forged or misleading document, it may recommend to the competent authority, to take action against the woman or the person who has made the complaint.

**DISCIPLINARY ACTION:** Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.

The committee shall meet as often as may be needed & appropriate.

❖ **Awareness and Training:**

**REGULAR TRAINING:** Students and staff will receive regular training on the grievance redressal process, the zero-tolerance policy, and the importance of maintaining a respectful environment.

**Communication:** KBN College will actively communicate updates, reminders, and information related to the policy to ensure awareness across the college community.

**REVIEW AND AMENDMENTS:**

**REGULAR REVIEW:** This policy will be periodically reviewed to ensure its effectiveness and relevance.

**AMENDMENTS:** Necessary amendments will be made to the policy based on changing organizational needs, legal requirements, or feedback from the grievance redressal process.

*Raw*

## **LEGAL COMPLIANCE:**

**COMPLIANCE:** This policy is designed to comply with all applicable local, state, and federal laws governing workplace harassment, discrimination, and sexual harassment.

**LEGAL SUPPORT:** KBN College will seek legal advice when necessary to ensure the policy's compliance with current laws and regulations.

KBN College is committed to maintaining a learning and working environment that is free from harassment, discrimination, and misconduct. This Grievance Redressal Cell and Internal Complaints Committee Policy reflects our dedication to addressing grievances promptly, impartially, and with zero tolerance for inappropriate behavior. All members of the college community are expected to familiarize themselves with this policy and actively contribute to creating a safe and respectful educational environment.

Grievance Redressal Cell Contact Information:

**Dr. M. Venkateswara Rao, Convenor - +91 94411 29108**

Internal Complaints Committee Contact Information:

**Smt. V. Sailaja, Convenor +91 99511 67965**

  
**PRINCIPAL**  
**Kakaraparti Bhavanarayana College**  
**VIJAYAWADA-1.**

*o* Proof related to Mechanisms for submission of online/offline students' grievances:

# **GRIEVANCE REDRESSAL**

## **MECHANISM FOR SUBMISSION OF ONLINE/OFFLINE STUDENTS' GRIEVANCES:**

- ⌘ Students should submit their grievances either through college website or through the Webpros Link.
- ⌘ The committee conducts an initial review of the grievance to determine its validity and whether it falls within the purview of the committee.
- ⌘ Once the committee accepts the grievance, it notifies the parties involved, which may include the complainant, accused individuals, and relevant authorities.
- ⌘ The committee initiates an investigation, which may involve gathering evidence and interviewing relevant parties. The goal is to obtain a comprehensive understanding of the situation.
- ⌘ The committee conducts meeting or hearing to allow both the complainant and the accused to present their sides of the story
- ⌘ After the investigation and any necessary hearings, the committee deliberates on the evidence and information gathered. It assesses the validity of the grievance and determines appropriate recommendations or actions.
- ⌘ The committee issues a formal report containing its findings and recommendations for resolving the grievance. Recommendations may include disciplinary actions, policy changes, or other measures aimed at addressing the issue.

## **INTERNAL COMPLAINTS COMMITTEE**

### **MECHANISM FOR REDRESSAL OF COMPLAINTS:**

- ⌘ Any aggrieved woman may take in writing, a complaint of sexual harassment at workplace to any member of the college.
- ⌘ If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Head of the organization and handover the same in person or in a sealed cover. Upon receipt of such complaint the Principal shall retain the original complaint with himself and send to the complaints committee as gist of the complaint containing all material and relevant details other than the name of the complaint and other details which might disclose the identity of the complaint.
- ⌘ The Internal Committee can take steps to settle the matter between her and the respondent through conciliation, at the request of aggrieved woman.
- ⌘ The Internal Committee, shall record the settlement so arrived and forward the same to the employer regarding action taken as specified in the recommendation.
- ⌘ Where the Internal Committee of the campus arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved women or any other person making the complaint has produced any forged or misleading document, it may recommend to the competent authority, to take action against the woman or the person who has made the complaint.

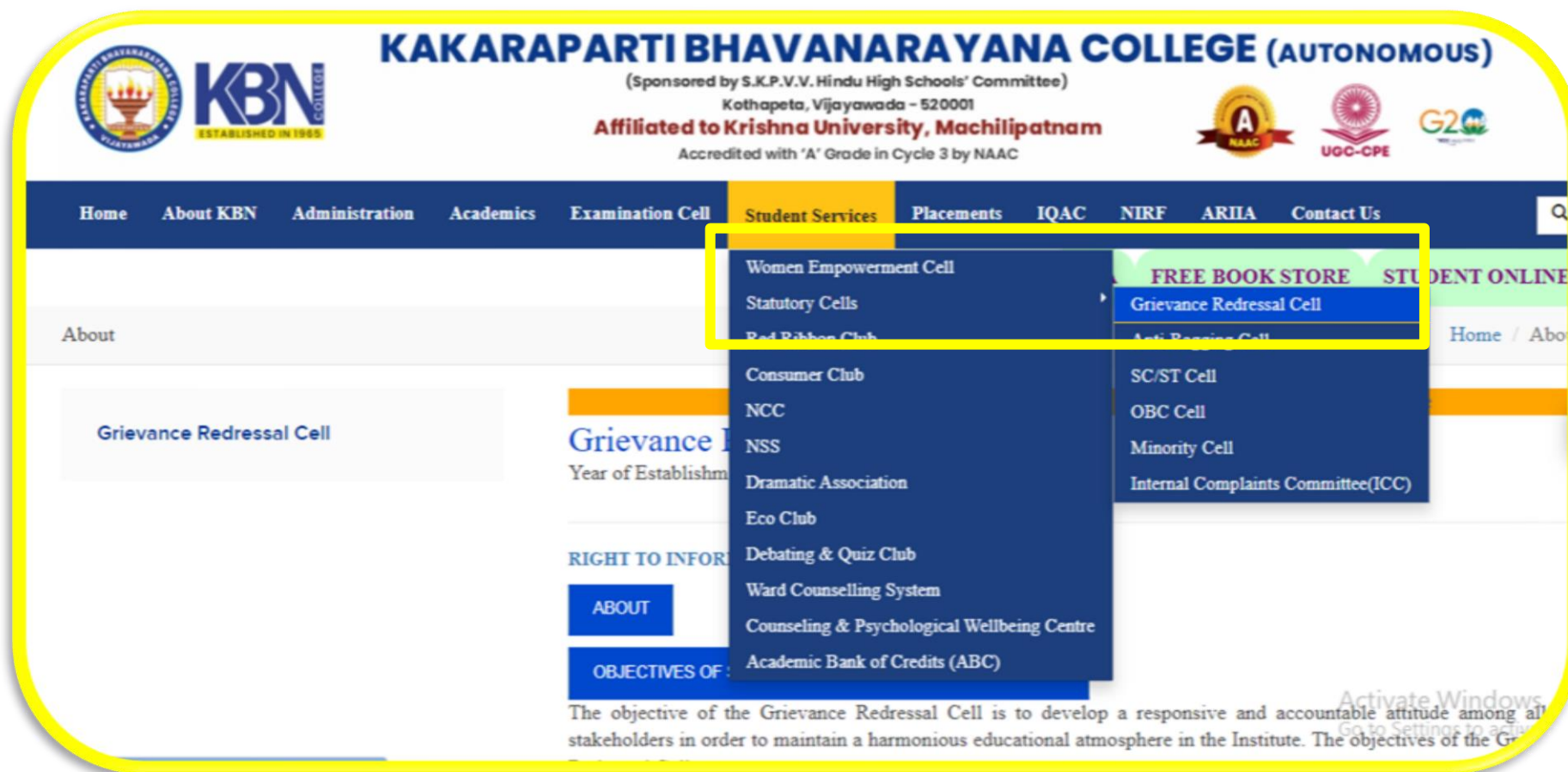
- ⌘ Disciplinary action: Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.
- ⌘ The committee shall meet as often as may be needed & appropriate.

# **MECHANISM – PROOF**

Students should submit their grievances either through college website or through the Webpros Link.

### GRIEVANCE SUBMISSION THROUGH COLLEGE WEBSITE

<https://docs.google.com/forms/d/e/1FAIpQLSdsUNIEU9gwJgkDMOyoGazUhMvHk-0I8729MRdahGNNI40niA/viewform?pli=1>





## Grievance Redressal Cell

[Drop Your Complaint online](#)

# Grievance Redressal Cell

Year of Establishment: 2010

## RIGHT TO INFORMATION ACT - ACADEMIC YEAR - 2005

### ABOUT

### OBJECTIVES OF STUDENTS' GRIEVANCE REDRESSAL CELL

The objective of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institute. The objectives of the Grievance Redressal Cell are:

- › To uphold the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Staff relationship and Student-teacher relationship etc.



ISO 9001-2015 CERTIFIED

# KAKARAPARTI BHAVANARAYANA COLLEGE

NAA 'A' GRADE CYCLE 3

(Sponsored by S.K.P.V.V. Hindu High Schools' Committee) Kothapeta, Vijayawada - 520001  
3.5 Star Rating in Innovations & Start-Ups by MoE

(AUTONOMOUS)

## Complaint Form

[Sign in to Google](#) to save your progress. [Learn more](#)

\* Indicates required question

Email \*

Your answer

Name \*

# INTERNAL COMPLAINTS COMMITTEE

<https://docs.google.com/forms/d/e/1FAIpQLSdsUNIEU9gwJgkDMOyoGazUhMvHk-0I8729MRdahGNNI40niA/viewform>

The screenshot displays the website for KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS). The header includes the college logo, name, and accreditation details: "(Sponsored by S.K.P.V.V. Hindu High Schools' Committee) Kothapeta, Vijayawada - 520001 Affiliated to Krishna University, Machilipatnam Accredited with 'A' Grade in Cycle 3 by NAAC". It also features logos for NAAC, UGC-CPE, and G20. The navigation menu includes Home, About KBN, Administration, Academics, Examination Cell, Student Services, Placements, IQAC, NIRF, ARIIA, and Contact Us. A search bar is present on the right. The main content area shows a dropdown menu for "Student Services" with the following items: Women Empowerment Cell, Statutory Cells, Red Ribbon Club, Consumer Club, NCC, NSS, Dramatic Association, Debating & Quiz Club, Ward Counselling System, Counseling & Psychological Wellbeing Centre, and Academic Bank of Credits (ABC). A secondary dropdown menu for "Statutory Cells" is open, listing: Grievance Redressal Cell, Anti-Ragging Cell, SC/ST Cell, OBC Cell, Minority Cell, and Internal Complaints Committee (ICC). The "Internal Complaints Committee" link is highlighted in the main menu. The page also features a "FREE BOOK STORE" and "STUDENT ONLINE SERVICE" banner.

Internal Complaints Committee

Drop Your Complaint online

## Internal Complaints Committee (ICC)

THIS COMMITTEE IS FORMED BASED ON THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION & REDRESSAL) ACT, 2013

Year of Establishment: 2013

### Introduction:

KBN College is committed to provide safe academic and working environment to all girl students and its women employees. The college advocates the empowerment of women and has zero tolerance for sexual harassment. As per the guidelines of Supreme Court, UGC, Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaints Committee (Anti – Sexual Harassment Cell) has been established by the college.

### Main Objectives:

➤ To look after the welfare of the women employees and students.

Activate Windows



ISO 9001-2015 CERTIFIED

**KAKARAPARTI BHAVANARAYANA COLLEGE**

(Sponsored by S.K.P.V.V. Hindu High Schools' Committee) Kothapeta, Vijayawada - 520001

3.5 Star Rating in Innovations & Start-Ups by MoE

NAA 'A' GRADE CYCLE 3

**(AUTONOMOUS)**

## Complaint Form

iqac@kbncollege.ac.in [Switch account](#)



Not shared

\* Indicates required question

Email \*

Your answer

Name \*

**GRIEVANCE SUBMISSION THROUGH COLLEGE AUTOMATION PAGE (WEBPROS):**

<https://webprosindia.com/kbncollege/StudentMaster.aspx>

The screenshot displays the web portal for Kakraparti Bhavanarayana College (Autonomous). The header features the college's logo, ISO 9001:2015 certification, and NAAC 'A' Grade Cycle 3 accreditation. It also lists various affiliations and rankings, including being a Band Performer in ARIIA and All India 92nd Rank in NIRF by MHRD (2017). A welcome message reads "Welcome To K.B.N. College(Autonomous)".

The user interface shows a navigation menu on the left with options like "ACADAMIC REGISTER", "ACADEMIC CALENDER", "ASSIGNMENTS REPORT", "ATTENDANCE", "BACKLOGS", "BOOK SEARCH", "CHANGE MOBILE.NO\E-MAIL", "CLASS ASSIGNMENTS", and "COMPLAINT/SUGGESTION". The "COMPLAINT/SUGGESTION" option is highlighted with a green box.

The main content area is titled "COMPLAINTS & SUGGESTIONS" and includes a form with radio buttons for "Complaint" (selected) and "Suggestion". A "New Complaint" button is visible below the form. The user's name "Hi...RAMPILLA PRAVEEN" and options for "Change Password" and "Logout" are shown at the top right of the page.

The committee conducts an initial review of the grievance to determine its validity and whether it falls within the purview of the committee.

## WEBRPOS – COMPLAINTS / SUGGESTIONS REGISTER

ISO 9001:2015

# KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)

Sponsored by S.K.P.V.V. Hindu High Schools' Committee, Kothapeta, Vijayawada - 520001  
Affiliated to Krishna University Accreditation with 'A' Grade in Cycle 3 by NAAC  
A College with Potential for Excellence (CPE) All India 92nd Rank in NIRF by MHRD (2017)  
Recognized as Band PERFORMER in ARIIA by Ministry of Education, Govt. of India

NAAC 'A' GRADE CYCLE 3

Welcome To K.B.N. College(Autonomous)

[▶ ADMIN](#)   
 [▶ ACADEMICS](#)   
 [▶ PLACEMENTS](#)   
 [▶ CORRESPONDENCE](#)   
 [▶ CENTRAL STORES](#)  
[▶ ADMISSIONS](#)   
 [▶ EXAMINATIONS](#)   
 [▶ EMPLOYEE](#)   
 [▶ DEPARTMENT STORES](#)   
 [▶ LIBRARY](#)   
 [▶ Dashboard](#)

Welcome GUDELA, DR.G.KRISHNAVENTI  [Search](#) [Change Password](#) [Log Out](#)

**ADMIN**

- [ACADEMIC CALENDAR](#) >>
- [AGENTS](#) >>
- [BACKUP](#)
- [BRANCH SECTIONS](#)
- [BRANCHES](#)
- [CERTIFICATES](#) >>
- [COLLEGE DETAILS](#)
- [COMPLAINTS/SUGGESTIONS](#)
- [COURSES](#)
- [DEPARTMENTS](#)
- [DIARY](#)
- [HOLIDAYS](#)
- [LECTURE HALLS](#)
- [LOCATIONS](#)
- [NEW BANK](#)
- [NEWS & EVENTS](#)
- [RESET STUDENT PASSWORD](#)
- [RESOURCE TYPES](#)
- [SEAT TYPES](#)
- [STAFF LOGINS](#)

### COMPLAINTS/SUGGESTIONS REGISTER

Search between :  And  [Show](#)

### COMPLAINTS/SUGGESTIONS REGISTER

STUDENTS COMPLAINTS				
Sl.No	Roll.No	Student.Name	Date	Complaint
1	214541	DEMURI GOPIKA SWETHA	19/09/2023	I want to know my last sem marks but here it is not displaying my marks
2	223514	BANKA MANOHAR DATTU	25/09/2023	i am not unde
3	213651	NADARU BHAVANA SRI	12/10/2023	i want to change my mother name in my bio please change :NADARU PARVATHI
4	214669	VEGI ESWAR KUMAR	16/10/2023	Waste of time
5	214651	POOLA NAVEEN KUMAR	16/10/2023	wASTE OF TIME

STUDENTS SUGGESTIONS				
Sl.No	Roll.No	Student.Name	Date	Suggestion
1	213518	SHAIK GOUSE BASHA	08/05/2023	TO, THE PRINCIPAL SIR, 4TH SEMESTER STUDENTS TIME TABLE SCHEDULE WAS RUNNING 6 PERIODS PER DAY WITH SAME TIME 1:10 TO 6:20 MY REQUEST ID TO INCREASE TIME i.e., 1:00 TO 6:30 BECAUSE IN ONE CLASS 50 OR 45 MINS TIME ONE LAQ

Once the committee accepts the grievance, it notifies the parties involved, which may include the complainant, accused individuals, and relevant

### GRIEVANCE REDRESSAL MINUTES:

- YEAR – 1 - 2022-2023:

<https://kbncollege.ac.in/attachments/GR%20Cell%202022-23.pdf>

- YEAR – 2 - 2021-2022:

<https://kbncollege.ac.in/attachments/GR%20Cell%202021-22.pdf>

- YEAR – 3 - 2020-2021:

<https://kbncollege.ac.in/attachments/GR%20Cell%202020-21.pdf>

- YEAR – 4 - 2019-2020:

<https://kbncollege.ac.in/attachments/GR%20Cell%202019-20.pdf>

- YEAR – 5 - 2018-2019:

<https://kbncollege.ac.in/attachments/GR%20Cell%202018-19.pdf>



## INTERNAL COMPLAINTS COMMITTEE MINUTES:

- **YEAR – 1 - 2022-2023:**

<https://kbncollege.ac.in/attachments/iqac/icc/INTERNAL%20COMPLAINTS%20COMMITTEE%20MINUTES%20-%202022-23.pdf>

- **YEAR – 2 - 2021-2022:**

<https://kbncollege.ac.in/attachments/iqac/icc/INTERNAL%20COMPLAINTS%20COMMITTEE%20MINUTES%20-%202021-22.pdf>

- **YEAR – 3 - 2020-2021:**

<https://kbncollege.ac.in/attachments/iqac/icc/INTERNAL%20COMPLAINTS%20COMMITTEE%20MINUTES%20-%202020-21.pdf>

- **YEAR – 4 - 2019-2020:**

<https://kbncollege.ac.in/attachments/iqac/icc/INTERNAL%20COMPLAINTS%20COMMITTEE%20MINUTES%20-%202019-20.pdf>

- **YEAR – 5 - 2018-2019:**

<https://kbncollege.ac.in/attachments/iqac/icc/INTERNAL%20COMPLAINTS%20COMMITTEE%20MINUTES%20-%202018-19.pdf>

*o* Proof for Implementation of guidelines of statutory/regulatory bodies

## **GRIEVANCE REDRESSAL**

**[https://kbncollege.ac.in/appeals\\_grievances\\_redressal\\_cell.php](https://kbncollege.ac.in/appeals_grievances_redressal_cell.php)**

**CONSTITUTION:** Vice-Principal, senior lady faculty member along with other faculty and students are appointed by the Principal.

Register has to be maintained with the details of complainants.

- ❧ Encourage the students to express their grievances freely without fear.
- ❧ Regularly check the complaints/suggestions box and if any, bring to the notice of the Principal.
- ❧ Receives grievances through online (webpros) and offline regarding fees, faculty teaching, syllabus completion, library hours etc. from the students and put forward to the Principal, Vice-Principals to solve the problem.
- ❧ If the grievance is concerned about the college management like classrooms inadequacy, hygiene and sanitation it is forwarded to the authorities through the proper channel.
- ❧ The members will assure that the grievance has been solved in time through meetings convened periodically.



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Kakaraparti Bhavanarayana College  
VIJAYAWADA-1.

# **INTERNAL COMPLAINTS COMMITTEE**

**<https://kbncollege.ac.in/complaints.php>**

## **COMPOSITION:**

- ❧ Presiding Officer, who has to be a woman employee at a senior level
- ❧ Two Members from amongst employees
- ❧ One External Member from amongst non-governmental organizations
  - Meet periodically and whenever necessary.

## **DUTIES AND RESPONSIBILITIES:**

- ❧ Prevent sexual harassment at workplace.
- ❧ Prevent discrimination and sexual harassment against girls by promoting gender friendliness among students and employees.
- ❧ Conduct periodical programmes on women empowerment.
- ❧ To provide conducive environment and congenial atmosphere for women.
- ❧ Taking all possible steps and measures to prevent sexual harassment in the institution and on the campus.



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- ∂ Details of statutory/regulatory Committees (to be notified in institutional website also)
  - Proceedings of the Cell / Committee

# **GRIEVANCE REDRESSAL**

**[https://kbncollege.ac.in/appeals\\_grievance\\_s\\_redressal\\_cell.php](https://kbncollege.ac.in/appeals_grievance_s_redressal_cell.php)**

## **Proceedings:**



Estd: 1965

### **KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)**

(Sponsored by: S.K.P.V.V. Hindu High Schools' Committee)  
Kothapeta, Vijayawada – 520 001

Affiliated to Krishna University, Machilipatnam  
Accredited by NAAC with CGPA 3.11/7 at "A" Grade (3rd Cycle)  
College with Potential for Excellence (UGC - CPE)  
An ISO 9001:2015 Certified Institution


Recognized in the band "PERFORMER" in ARIIA by Ministry of Education, Government of India  
☎ : 0866-2565679, 6699233      Web: kbncollege.ac.in      Email: info@kbncollege.ac.in

30.07.2022

### **PROCEEDINGS OF THE PRINCIPAL**

For the academic year 2022-2023, the Grievance Redressal Cell of the college has been established, comprising the following members who are mandated to fulfill their duties for the Cell.

Name	Designation	Position
Dr. M. Venkateswara rao	Vice-Principal	Convenor
Sri S. Venkatesh	Director, PG Courses	Member
Dr. T. Bhagya Kumar	Principal I/C, Jr. College	Member
Dr. G. Krishnaveni	IQAC Coordinator	Member
Sri Ch. Ramesh Babu	Controller of Examinations	Member
Sri P. Ravindra	Head, Dept. of Computer Science	Member
Smt. M. Lakshmi Prasanna	Head, Dept. of Mathematics	Member

  
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**COMMITTEE:**

<b>Grievance Redressal Cell</b>	
Dr. M. Venkateswara Rao	Asst. Prof. & Vice-Principal, Convenor
Sri S. Venkatesh	Director, PG Courses, Member
Dr. T. Bhagya Kumar	Principal I/c, Jr. college, Member
Dr. G. Krishnaveni	IQAC Coordinator, Member
Sri Ch. Ramesh Babu	Controller of Examinations, Member
Sri P. Ravindra	Head, Dept. of Computer Science, Member
Smt. V. Sailaja	Convenor, UGC Women's Studies Centre, Member
Mr. R. Varun Teja	II MCA, Student Member
Mr. V. Vinay	II MBA, Student Member
Mr. R. Swathi Kiran Kumar	I M.Sc. (Data Science), Student Member
Mr. Sk. Afrid	III BBA, Student Member
Ms. U. Tanuja	III BCA, Student Member
Mr. D. Kasi Venkateswarlu	III B.Com. (Comp), Student Member
Ms. B. Amani	II B.Voc. (WT&SD) , Student Member
Mr. Ritesh Kumar Nayak	II B.Sc. (DS), Student Member

*Rao*

**PRINCIPAL**

**Kakaraparti Bhavanarayana College  
VIJAYAWADA-1.**

# INTERNAL COMPLAINTS COMMITTEE

<https://kbncollege.ac.in/complaints.php>

## COMMITTEE:

### Proceedings:



**KAKARAPARTI BHAVANARAYANA COLLEGE  
(AUTONOMOUS)**

(Sponsored by: S.K.P.V.V. Hindu High Schools' Committee)  
Kothapeta, Vijayawada – 520 001.

Affiliated to Krishna University, Machilipatnam

Accredited with CGPA of 3.11 on Seven Point Scale at 'A' Grade in Cycle 3 by NAAC  
3.5 Star Rating in Innovations & Start-Ups by MoE

#### PROCEEDINGS OF THE PRINCIPAL

Date: 05-09-2022

As per UGC Regulation 2015 (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) the college constituted Internal Complaints Committee for the Academic Year 2022-23 with the following members:

- |                            |   |  |
|----------------------------|---|--|
| • Dr. V. Narayana Rao      | - Principal                               | -Chair Person <i>V Rao</i>               |
| • Smt. M. Lakshmi Prasanna | - Head, Dept. of Mathematics & Statistics | -Convenor <i>M L Prasanna</i>            |
| • Smt. J. Janaki           | - Head, Dept. of Hindi                    | -Member <i>J Janaki</i>                  |
| • Smt. O.Sailaja           | -Lecturer in Chemistry                    | -Member <i>O Sailaja</i>                 |
| • Smt. D. Naga Lakshmi     | - Librarian                               | -Member <i>D Naga Lakshmi</i>            |
| • Smt. G. Jyotsna          | -General Secretary                        | -Taruni Tarangalu – NGO <i>G Jyotsna</i> |
| • Ms. Niharika             | - III B.Sc. (MPC),                        | -Student Member <i>Niharika</i>          |
| • Ms. Harshitha            | - II M.Sc. (Che)                          | -Student Member <i>Harshitha</i>         |



## Committee:

INTERNAL COMPLAINTS COMMITTEE	
Smt. V. Sailaja	Lecturer, Dept. of Commerce & Management, Convenor
Smt. O. Sailaja	Lecturer in Chemistry, Member
Dr. K. Siva Prakasa Rao	Asst. Prof., Dept. of Commerce & Management, Member
Smt. G. Jyotsna	General Secretary, Taruni Tarangalu
Ms. P. L. Naga Sai Laya	II M.Sc. (OCH), Student Member
Ms. S. Vasanthi	III B.Com. (Comp), Student Member

  
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*o* Annual report of the committee monitoring the activities and number of grievances

**ANNUAL REPORT OF GRIEVANCE REDRESSAL  
COMMITTEE**

# GRIEVANCE REDRESSAL COMMITTEE

## ANNUAL REPORT 2022-23

To realize the primary needs of the students and staff and to secure civil liberties for everybody, a Grievance Redressal Cell has been constituted in Kakaraparti Bhavanarayana College (KBN College) in accordance with UGC guidelines on 10.08.2010. The Cell enables a student to express his/her feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the College. 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance.

The objective of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institute.

### **The objectives of the Grievance Redressal Cell are:**

- To uphold the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- To encourage the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- To make officials of the college responsive, accountable and courteous in dealing with the students.
- To ensure effective solutions to students' grievances with an impartial and fair approach.
- To advise 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 staffs to be affectionate to the Students and not to behave in a vindictive manner towards any of them for any reason.

## COMMITTEE:

<b>Grievance Redressal Cell</b>	
Dr. M. Venkateswara Rao	Asst. Prof. & Vice-Principal, Convenor
Sri S. Venkatesh	Director, PG Courses, Member
Dr. T. Bhagya Kumar	Principal I/c, Jr. college, Member
Dr. G. Krishnaveni	IQAC Coordinator, Member
Sri Ch. Ramesh Babu	Controller of Examinations, Member
Sri P. Ravindra	Head, Dept. of Computer Science, Member
Smt. V. Sailaja	Convenor, UGC Women's Studies Centre, Member
Mr. R. Varun Teja	II MCA, Student Member
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Mr. R. Swathi Kiran Kumar	I M.Sc. (Data Science), Student Member
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Ms. U. Tanuja	III BCA, Student Member
Mr. D. Kasi Venkateswarlu	III B.Com. (Comp), Student Member
Ms. B. Amani	II B.Voc. (WT&SD) , Student Member
Mr. Ritesh Kumar Nayak	II B.Sc. (DS), Student Member

## ACTIVITIES AND INITIATIVES:

Number of grievances received	-	11
Types of grievances	-	Academic and Non Academic
Number of grievances resolved	-	10
Average resolution time	-	Two Days

## AWARENESS SESSIONS:

- Every year during the **Student Induction Programmes** and **Parent-Teacher Meetings** the principal elaborates about the objectives and functioning of the Grievance and Redressal cell to make the student aware of the cell.
- Conducts **Counselling Sessions** in association with Psychological **Wellbeing Centre** by inviting the renowned Psychologists.


### **CHALLENGES FACED BY THE COMMITTEE-**

- The committee may struggle to understand the exact nature of the problem due to unclear or incomplete information.
- Some students may be hesitant to file complaints or grievances due to fear of retaliation from peers, faculty, or administration. This fear can hinder the committee's ability to address issues comprehensively.
- The grievance redressal process may be complex and intimidating for students. Complicated procedures can discourage students from seeking resolution, making it crucial for the committee to simplify and clearly communicate the process.
- Committee members may unintentionally exhibit bias or prejudice, affecting their ability to objectively assess and resolve grievances. Ensuring diversity within the committee and providing training on unbiased decision-making is essential.
- The committee may face challenges in meeting timelines for resolving grievances.
- Students may be concerned about the confidentiality of their grievances. Ensuring strict confidentiality and privacy measures is essential to build trust in the committee's process.

### **RESOLUTION PROCESS:**

- Students should submit their grievances either through college website or through the Webpros Link.
- The committee conducts an initial review of the grievance to determine its validity and whether it falls within the purview of the committee.
- Once the committee accepts the grievance, it notifies the parties involved, which may include the complainant, accused individuals, and relevant authorities.
- The committee initiates an investigation, which may involve gathering evidence and interviewing relevant parties. The goal is to obtain a comprehensive understanding of the situation.

- The committee conducts meeting or hearing to allow both the complainant and the accused to present their sides of the story
- After the investigation and any necessary hearings, the committee deliberates on the evidence and information gathered. It assesses the validity of the grievance and determines appropriate recommendations or actions.
- The committee issues a formal report containing its findings and recommendations for resolving the grievance. Recommendations may include disciplinary actions, policy changes, or other measures aimed at addressing the issue.

  
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**ANNUAL REPORT OF INTERNAL COMPLAINTS  
COMMITTEE**



## **INTERNAL COMPLAINTS COMMITTEE (ICC) ANNUAL REPORT 2022-23**

### **INTRODUCTION:**

KBN College is committed to provide safe academic and working environment to all girl students and its women employees. The college advocates the empowerment of women and has zero tolerance for sexual harassment. As per the guidelines of Supreme Court, UGC, Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaints Committee (Anti – Sexual Harassment Cell) has been established by the college.

### **OBJECTIVES:**

- To look after the welfare of the women employees and students.
- To facilitate Redressal of their grievances.
- To help maintain a harmonious atmosphere at campus and to enable women to pursue their work with dignity and reassurance.

### **THE ROLE OF THE COMMITTEE:**

- To act as Inquiry Authority on a complaint of sexual harassment.
- To ensure that complainant and witness are not victimized or discriminated because of their complaint. To take proactive measures towards sensitization of all those.
- To take appropriate disciplinary action if it is proved, that the offender has indulged in sexual harassment at the workplace.

<b>INTERNAL COMPLAINTS COMMITTEE</b>	
<b>Smt. V. Sailaja</b>	<b>Lecturer, Dept. of Commerce &amp; Management, Convenor</b>
<b>Smt. O. Sailaja</b>	<b>Lecturer in Chemistry, Member</b>
<b>Dr. K. Siva Prakasa Rao</b>	<b>Asst. Prof., Dept. of Commerce &amp; Management, Member</b>
<b>Smt. G. Jyotsna</b>	<b>General Secretary, Taruni Tarangalu</b>
<b>Ms. P. L. Naga Sai Laya</b>	<b>II M.Sc. (OCH), Student Member</b>
<b>Ms. S. Vasanthi</b>	<b>III B.Com. (Comp), Student Member</b>

### **MECHANISM FOR REDRESSAL OF COMPLAINTS:**

- Any aggrieved woman may take in writing, a complaint of sexual harassment at workplace to any member of the college.
- If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Head of the organization and handover the same in person or in a sealed cover. Upon receipt of such complaint the Principal shall retain the original complaint with himself and send to the complaints committee as gist of the complaint containing all material and relevant details other than the name of the complaint and other details which might disclose the identity of the complaint.
- The Internal Committee can take steps to settle the matter between her and the respondent through conciliation, at the request of aggrieved woman.
- The Internal Committee, shall record the settlement so arrived and forward the same to the employer regarding action taken as specified in the recommendation.
- Where the Internal Committee of the campus arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved women or any other person making the complaint has produced any forged or misleading document, it may recommend to the competent authority, to take action against the woman or the person who has made the complaint.
- **Disciplinary action:** Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.
- The committee shall meet as often as may be needed & appropriate.

**No. of Complaints Received:** No complaints have been reported to the Committee by any of staff members or students for the Academic Year 2022-23.

**ACTIVITIES:**

- An Awareness Programme was organized on 26.11.2022, by Dr. Y. Bindu Madhavi, IV Addl.Chief Metropolitan Magistrate and Smt. D. Geetha Rani, Senior Civil Judge to the Degree Students.
- On the occasion of International Girl Child Day on 11.10.2022, organised a Rally was held in One Town, Vijayawada with Girl Students at 9.20 AM.

  
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