



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



GRIEVANCE REDRESSAL POLICY

Purpose: The purpose of this policy is to establish a fair, transparent, and effective mechanism for addressing and resolving grievances related to harassment, discrimination, and other issues faced by students, faculty, and staff members of the college.

Scope: This policy applies to all students, faculty, and staff members of the college.

Definitions: For the purpose of this policy, the following definitions will apply:

1. **Grievance:** Any complaint or issue related to harassment, discrimination, or any other matter affecting the welfare of students, faculty, and staff members of the women's college.
2. **Complainant:** A person who raises a grievance.
3. **Respondent:** A person who is the subject of a grievance.
4. **Internal Committee (IC):** A committee constituted by the college to investigate and resolve grievances related to sexual harassment.
5. **Grievance Redressal Committee (GRC):** A committee constituted by the college to investigate and resolve all other grievances.
6. **Confidentiality:** The protection of the privacy of the complainant, respondent, witnesses, and other persons involved in the grievance redressal process.

Procedure:

- **Grievance Redressal Committee:** The Grievance Redressal Committee (GRC) will be constituted by the women's college and will consist of at least three members, including Principal as a Chairperson, and two members from the teaching staff.
- **Filing a Grievance:** Any student, faculty, or staff member who has a grievance can file a written complaint with the GRC. The complaint should be addressed to the Chairperson of the GRC and should include a clear statement of the grievance and any supporting documents or evidence.

- **Investigation:** The GRC will investigate the complaint and may seek additional information or clarification from the complainant, respondent, and any witnesses. The GRC will conduct the investigation in a fair, transparent, and impartial manner, respecting the rights of all parties involved.
- **Resolution:** The GRC will provide a written report of its findings and recommendations to the women's college authorities. The authorities will take appropriate action to resolve the grievance.
- **Internal Committee:** In case of a complaint related to sexual harassment, the complainant can file a complaint with the Internal Committee (IC). The IC will investigate the complaint and provide a report of its findings and recommendations to the college authorities.
- **Confidentiality:** The College will ensure the confidentiality of all parties involved in the grievance redressal process. The complainant, respondent, witnesses, and any other persons involved in the process should not disclose any information related to the grievance to anyone except the concerned authorities.
- **Protection against retaliation:** The College will ensure that no person who raises a grievance will face any retaliation or victimization. Any person found guilty of retaliating against a complainant will be subject to disciplinary action.
- **Review:** The College will review this policy periodically and make any necessary changes to ensure that it remains effective and relevant.

Conclusion: The College is committed to providing a safe and respectful environment for all students, faculty, and staff members. This policy is intended to promote the principles of fairness, transparency, and accountability in addressing grievances and to ensure that all parties are treated with dignity and respect throughout the grievance redressal process.

For students to voice their complaints, a complaint box has been set up on the college campus.



The college campus constantly has an anti-ragging flag up, serving as a constant reminder to the students. The banner depicts ragging's negative effects on individuals who engage in it.



- 1 Ragging is prohibited as per Act 26 of A.P.Legislative Assembly, 1997
- 2 Ragging entails heavy fines and or imprisonment.
- 3 Ragging invokes suspension and dismissal from the College.
- 4 Outsiders are prohibited from entering the College and Hostel without permission.
- 5 Hostel students must be in their rooms by 6.00 Pm
- 6 All the students must wear identity Cards & Uniform

Mrs. V. Jameela, Lecturer in Zoology introducing the students to Grievance redressal cell as a part of Deeksharambh- a student induction program in the year 2021.



Mrs. V.S. Vidyullatha, Lecturer in Zoology introducing the students to Grievance redressal cell as a part of Deeksharambh- a student induction program in the year 2022.



Awareness activities conducted in the campus

Gender Discrimination

**3-8-18
NATIONAL WOMEN
CONFERENCE**



Staff attended Two day National women conference organized by
smt.Nannapaneni Raja kumari

BRIEF DISCRPTION:

Smt. Nannapaneni Raja Kumari, the Chair person of Women Cell in collaboration with National Women Congress Organized a Two day National Conference at “Velugu “ongole. All the Teaching and Non Teaching staff attended the conference and participated in the discussions. WEC invited Sri. B. V. Sagar, The program officer of HELP, Ongole to speak and discuss about women problems

4-8-2018
An Awareness program on the
Women Problems

BRIEF DISCRPTION: NSS AND W.E.C. combinedly organized an awareness program on women problems. Sri. D. Anjaneyulu, the principal of the college presided over the meeting. Sri SVN Murthy, program officer of district **HELP** and B.V.Sagar, program officer of **CHILD LINE** addressed the gathering.

He discussed about women trafficking and child marriages. He said that it is everybody's duty to control child marriage .Dr.KV. Padmavathi, Convenor of WEC. and Smt.P.Yamini Ammaji, Convenor of NSS and students participated in the discussion.



Sri. SVN. MURTHY garu explaining the precautions to avoid sexual abuse



Dr.D.Anjaneyulu, principal is delivering the speech on “problems faced by women”.



Sri .B.V. Sagar , HELP, District Program officer discussing about HUMAN TRAFFICKING

STUDENTS PARTICIPATING IN THE DISCUSSION



Miss D. Shushma Bai ,2 BSC, BZC participating in the discussion.



Smt. B. Sulochana, HOD, English, offering Vote of Thanks.

26-8-2018
Women Equality Day

BRIEF DISCRPTION:

Women Empowerment Cell has celebrated the **Women's Equality day** on 26th August 2018. Pricipal Dr.D.Anjaneyulu garu felt that this day is a turning point for women and their rights. Miss.D.Kalyani pinpointed that Equality is not a female issue, but social and economic imperative. An interesting debate held between Principal and Kalyani madam. All the Teaching & Non Teaching staff, students participated in this event.



Dr .D. Anjaneyulu garu, Principal explaining about the rights of women.



Dr. D. Kalyani, IQAC Coordinator addressing the gathering



Debate between Principal and Miss D. Kalyani, HOD, Mathematics

3-1-2019
Women Teacher's Day



Description:

On 3-1-19, a Women Teacher's Day programme was organized at DSGovt, Degree College for Women, Ongole under the guidance of principal, Dr. D. Anjaneyulu and NSS coordinator Smt. P. YaminiAmmaji. The programme aimed to celebrate and appreciate the contribution of women teachers in the field of education.

The programme was attended by 48 students who actively participated in the event. The event started with a welcome address by the principal, Dr. D. Anjaneyulu, who highlighted the importance of women in the field of education and the need to acknowledge their contribution. He also praised the efforts of the NSS coordinator, Smt. P. YaminiAmmaji, in organizing the programme.

The programme included various activities such as group discussions, quiz competitions, and cultural performances. The group discussions were centered around the challenges faced by women teachers in the current education system and ways to overcome them.

The cultural performances included songs, dance, and drama. The students presented a skit on the life of SavitribaiPhule, who was the first female teacher in India. The skit depicted the struggles faced by SavitribaiPhule in her journey as a teacher and her contributions to women's education.

The programme concluded with a vote of thanks by the NSS coordinator, Smt. P. YaminiAmmaji, who thanked the principal and the students for their active participation. She also emphasized the need to continue celebrating Women Teacher's Day in the future to acknowledge the contributions of women teachers in the field of education.

The Women Teacher's Day programme at DSGovt, Degree College for Women, Ongole, was a successful event that highlighted the importance of women in the field of education. The programme provided a platform for students to learn about the challenges faced by women teachers and their contributions to education. The efforts of the principal, Dr. D. Anjaneyulu, and the NSS coordinator, Smt. P. YaminiAmmaji, in organizing the event were highly appreciated.

8-3-2019
International Women's
Day



Description:

Women Empowerment Cell of this college celebrated INTERNATIONAL WOMEN'S DAY on March 8th 2019. Dr.J.A.Bhavani, Retd. Principal was the chief guest of this programme. Smt.P.YaminiAmmaji, Member of WEC has given the welcome note. Dr.D.Anjaneyulugaru,Principal,DSGDCW, Ongole presided over the meeting. Dr.G.L.SudhaRani and Miss.G.Sirisha delivered speeches regarding the event. Smt.B.Sulochana recited a poem about the plight of the women in the society.

09-01-20

AWARENESS PROGRAMME ON DISHA ACT

DESCRIPTION:

Awareness Programme On disha Act

Women Empowerment cell conducted the awareness programme on disha act under the chairmanship of our Principal Dr D. Anjanika.

The chief guest of this Programme state Mahila Commissioner Member T. Ravademi gani explained clearly about the disha act. she said that when the women were in trouble the numbers to the phone were explained. she also suggested that arrange the complaint box to students in order to reveal the things easy way.

Dr D. kalyani vice Principal and ITC coordinator has given the awareness on importance of technology for women. she explained that technology won't help only in making works easier but also depending ourselves on hand times.

Follow with our vice Principal Mrs Dr. K. Padma Sathi, convener of Women Empowerment cell has given contribution in explaining the major incidents happen in Hyderabad regarding disha. she also given many instructions and tips to students how to save ourselves.

Finally this programme concludes with vote of thanks by Mrs G. Sireesha, Member of Women Empowerment cell.

All the staff and students are actively participated in this programme.





24-1-20
NATIONAL GIRL CHILD DAY

BRIEF DESCRIPTION: Celebrated the National girl child day under the chairmanship of our principal Dr. D. Kalyani. Smt. P. Sarala who is the legal cell advisor explained about the Nirbhaya act & Disha act and harassment towards women in offices as well as in public.





ఘనంగా జాతీయ బాలికా దినోత్సవం

ఒంగోలు, మేజర్ న్యూస్: నెహ్రూ యువకేంద్రం ఆధ్వర్యంలో స్థానిక ఉమెన్స్ కాలేజీలో జాతీయ బాలికా దినోత్సవ ర్యాలీ, అవగాహన సదస్సు నిర్వహించారు. డా.డి.కళ్యాణి ముఖ్య అతిథిగా పాల్గొని మాట్లాడుతూ పిల్లల సంరక్షణ, పరిరక్షణ, సెల్ఫ్ డిఫెన్స్ వాటి గురించి వివరించారు. లీగల్ సెల్



కౌన్సిలర్ ఎస్.నరక మాట్లాడుతూ సమాజంలో స్త్రీ పాత్ర, దిశ చట్టం, నిర్భయం చట్టం గురించి వివరించారు. ఈ కార్యక్రమంలో ఇదరు నేషనల్ స్థాయి కబడ్డీ క్రీడాకారిణి యం.సుప్రజ, నేషనల్ వాలీబాల్ క్రీడాకారిణి బి.షర్మిళను సన్మానించారు. ఈ ర్యాలీ డియస్ కళాశాల ఉపాధ్యాయ బృందం ధనుంజయరావు, ఎన్వైకె కార్యాలయ సిబ్బంది, విద్యార్థినీలు పాల్గొన్నారు.



14-09-2021

AWARENESS PROGRAMME ON DISHA APP

An awareness programme on DISHA APP was conducted on college campus on 14-09-2021 by the AP police department and Student Union Advisory Committee of the college. Dr. D Kalyani, principal, graced the occasion as the chief guest and addressed the gathering. She advised the students and staff to download the DISHA APP for their own safety and to help others who are in needy situations. A representative from AP Police Department explained regarding the features available on the DISHA APP and how to use them.





Mechanisms for Submission of Online/Offline Students' Grievances

Complaint Box: The college has a physical grievance/Complaint box located in a prominent location where students can submit their grievances anonymously. The box is checked regularly, and appropriate action is taken on the grievances received.

Online Portal: The Commissionerate Collegiate Education, Government of Andhra Pradesh, has initiated a web-based application “Collegiate Education Grievance Redressal and Monitoring (e-CGERaM)” where students can submit their grievances. The application is user-friendly and accessible to all students. Students can log in to the portal using their credentials, and the application has a dedicated section for grievances. The grievance can be submitted through a form, and students receive a confirmation once their grievance has been successfully submitted.

Email: Another mechanism for submission of grievances can be through email. The college has a dedicated email address for grievances, and students can send their grievances to this email address.

Grievance Committee: The college has a grievance committee comprising Principal as chairperson and with two faculty members. The committee is responsible for receiving and addressing the grievances received. The committee meets regularly to take appropriate action on the grievances received.



For students to voice their complaints, a complaint box has been set up on the college campus.





e- CEGRaM (Web based application to register grievances)

Office of the
Commissionerate of Collegiate Education
Mangalagiri :: A.P.

Cir.02/CCE.AP/AC-01/2022-23 Date: 02.11.2022

CIRCULAR

Sub: Request for placing the URL of Collegiate Education Grievance Redressal and Monitoring (e-CEGRaM) Application in all the official Websites of Government Degree Colleges – Re-circulation of updated URL – Regarding.

Ref: Cir.01/CCE.AP/AC-01/2022-23, dated 31.10.2022.

#

As per the instructions of Commissioner Sir, all the Principals are requested to guide the Students, Staff and Retired Staff to register their grievances through Web based application i.e., **“Collegiate Education Grievance Redressal and Monitoring (e-CEGRaM)”**

It is decided to promote the **“Collegiate Education Grievance Redressal and Monitoring (e-CEGRaM)”** Application to reach to a greater number of users in all the Government Degree Colleges across the State and to register their grievances through the web and to ensure grievance in an efficient way.

Hence, the Principals of all Government Degree College are requested to place the below URL link in their respective College Official Websites with immediate effect:

http://103.39.134.234/CCE_ICTS/


For Commissioner of Collegiate Education

To
The Principals of all GDCs.

Copy to
The RJDCEs of all Zones for information.
The AGO, O/o CCE, AP.




NAAC 3rd CYCLE ACCREDITATION

CRITERIA V – STUDENT SUPPORT

Customer Support: cca.grievance@gmail.com Login

COMMISSIONERATE OF COLLEGIATE EDUCATION
Government of Andhra Pradesh


[HOME](#) [GRIEVANCES](#) [CONTACTS](#) [DASHBOARD](#)




Sri Y. S. Jagan Mohan Reddy
Hon'ble Chief Minister
Andhra Pradesh

Higher Education & Spandana

Happening Now !!




We recorded new Grievance at 2 hrs,40 min ago




Grievance is not yet allotted to officer.


TOTAL COMPLAINTS




Total Grievances
344



Pending Grievances
173



Resolved Grievances
171




Sri Botcha Satyanarayana
Hon'ble Minister for Education
Andhra Pradesh

Customer Support: cca.grievance@gmail.com Login


COMMISSIONERATE OF COLLEGIATE EDUCATION
Government of Andhra Pradesh

[HOME](#) [GRIEVANCES](#) [CONTACTS](#) [DASHBOARD](#)


Register Your Grievances Here




Sri J.Syamala Rao IAS
Principal Secretary to Govt.
Higher Education, AP




Student



Staff




Retired Employee




Dr. Pola Bhaskar IAS
Commissioner
Collegiate Education, AP


QUICK SERVICES




NEW GRIEVANCE
What is troubling you?



TRACK GRIEVANCE
What happened so far?



CONTACT US
Get in touch with us



FEEDBACK
Tell us what you think.



GRIEVANCES RECEIVED
2017-2018

శ్రీమతి ప్రెన్సేవీల్ గారికి,

DT 05/7/2017

నామినాల్ సకులాయయ్య ప్రభుత్వ మహిళా కాలేజీలో

విషయము:- తరగతి గది యందు, ఫ్యాన్ కొరత కుటూరి

తీర్పు,

మీరు యాదాప సమాఖ్యకు క.వ.స. విద్యార్థిణి
మీ ద్వారా తీసుకోవలసినవిషయాల విషయంగా విషయము
మీ తరగతి గది యందు ఫ్యాన్ కొరత కుటూరి. కారణం
నామినాల్ కొరత కుటూరి - దీనిని పరిష్కరించుటగా విద్యార్థి
కోరికలు.

స్వీకృతి

ప్రధాన
||| క.వ.స.
విద్యార్థిణి

1. A. Vijaya lakshmi
2. B. Veera Nayana
3. D. Baji moon.
4. Thiropathamma
5. K. Kalyani
6. K. Naga Jyothi
7. Anusha Rani
8. Thanei.
9. Abekheja
10. Ribka



తేదీ: 07/8/2017

గౌరవనీయులైన డిప్యూటీ గ్రాంటీ,
సామచిలలి ప్రభుత్వ బాలికల విద్యార్థిణి కళాశాల.

విషయం :- విశాల గణ యందు శాసనాధికారి నియోజక కేంద్రం.

ఉయ్య !

మేము అను ద్వారా తీసుకోవలసిన విషయం
విషయంగా విశాల గణ యందు శాసనాధికారి నియోజక కేంద్రం ద్వారా
కావున నిర్ణయించు ఉండాలి. కావున యందు కేంద్రం
తీర్మానంపై విషయం అభ్యర్థించుచున్నాము.

మధ్య

కళాశాల అధ్యక్షులు

M. Maheswari

G. Thulasi

G. Srimalika

G. Koteswaramma

M. Karthe

M. Aniya

N. Sireesha

P. Pavani

G. Thirapathamma

K. Siri vennela



2018-2019

తేదీ: 30/7/2018

గౌరవ శాస్త్రజ్ఞులైన డాక్టర్లవారి గారికి.

దయచేసి ఈ క్రింది విషయాలపై దయచేసి మమీక
డి.సీ. కార్యాలయ
విషయము:- కార్యక్రమాల అభివృద్ధికి సహకారం అందించండి.
సంఘం - ఉత్తర ఆంధ్రప్రదేశ్ గురించి.

అయ్యో! యేమో కార్యక్రమాల అభివృద్ధికి సహకారం అందించండి.
అభివృద్ధికి సహకారం అందించండి. ఉత్తర ఆంధ్రప్రదేశ్ గురించి
విషయము:- కార్యక్రమాల అభివృద్ధికి సహకారం అందించండి.
సంఘం - ఉత్తర ఆంధ్రప్రదేశ్ గురించి.

- G. Purnitha
- K. Indu
- K. Vijaya Lakshmi
- L. Abhinaya Swathi
- R. Navya Bai.

- T. Jyothi
- T. Manasa
- D. Tejaswini
- A. Nandini
- G. Marthamma
- CH. Bheegaramma
- k.v. mahalakshmi.



DT. 18/6/2018

శ్రీమదాంజనేయస్వామి ప్రాసాదానికి గౌరవం,

దామచర్ల సమైక్యబాలికాశాల ప్రాసాదానికి మహిళా ద్వారా కృతజ్ఞతలు.

విషయము :- విద్యార్థిని గణించి యిందు కుటుంబానికి సహాయం.

అయ్యో!

అందు కృతజ్ఞతలు విద్యార్థిని గణించి యిందు కుటుంబానికి సహాయం.

అనుభవం అందుకు అనుభవం విద్యార్థిని గణించి యిందు కుటుంబానికి సహాయం.

అనుభవం అందుకు అనుభవం విద్యార్థిని గణించి యిందు కుటుంబానికి సహాయం.

అనుభవం అందుకు అనుభవం విద్యార్థిని గణించి యిందు కుటుంబానికి సహాయం.

అనుభవం అందుకు అనుభవం విద్యార్థిని గణించి యిందు కుటుంబానికి సహాయం.

ఇట్లు
దామచర్ల బాలికాశాల
కృతజ్ఞతలు విద్యార్థిని గణించి యిందు కుటుంబానికి సహాయం.

శ్రీమతి. Laxshmi
Bhargava శ్రీ. Vennela

A. S. Sita N. Ramya.

T. Maneesha K. Rasi

K. Bindhu priya P. Divya

M. Supratha G. Amulya

D. Anusha M. Supratha



2019-2020

ప్రెసిడెంట్ గారికి

16/7/2019

డాక్టర్ల సహాయము (వ్రాతపత్ర) మహిళా క్రాంతి

విషయం :- water Purifier నాగా ఏసీచేయటం లేదు, గ్రే
విషయం సరికాచి

అయ్యి!

B.com మూడవ సంవత్సరం విద్యార్థినులైన మేము మే
పుట్టికి అనుకూలమైన విషయము ఏమనగా గత రెండు
దినములుగా అంగునీరు Ro system నాగా ఏసీచేయటం లేదు.
నీరు నాగా శుద్ధి చేయబడటం లేదు. అందువలన అమరు
ఈ విషయం సరికాచి అను చర్య అనుకూలమైనందుగా ముందు
వేర్చివేయమ.

ఇట్లు
విద్యార్థినులు
B.com II

- P. Gowthiri
- K. Sampurna.
- B. Bhagari
- E. Estheqyani
- V. KotiRatnam
- M. Divya
- S. varshetha
- T. Chandana
- Rose mery.
- P. Nandhini
- Y. Swayupa

- V. Aishwarya
- CH. Vijaya lakshmi
- k. Lavanya.
- p. kavitha
- ch. vanaja
- J. Sandya.
- Y. priyanka



2021-2022

ఓంగోలు,
20/06/22.

నామకంబులైన డాక్టర్ల గారికి,

దీనిని సమర్పించుటకు.

జాతీయ స్వచ్ఛంద సంస్థలైన డాక్టర్ల మహిళా కళాశాల,
ఓంగోలు.

—తేదీ!

విషయం :- మహిళా కళాశాలకు సులభంగా

మీరు తమ వారు డాక్టర్ల మహిళా కళాశాలకు
విద్యార్థినిగా చేరాలనిగా మీ వ్యక్తిగత అనుభవాలను వ్యక్తం
చేయాలి. ఎందుకంటే మనకు కళాశాలలు ముందరికీ ప్రాధాన్య

తీయాలి. అందుకే మనకు కళాశాలలు ముందరికీ ప్రాధాన్య
తీయాలి. ఇంకా - విద్యార్థినిగా చేరాలి. కళాశాల
అందుకు దారులు అందుకు దారులు మీ మనవి కలెక్షనలో

చేయమని కోరుకుంటున్నాను

- | | |
|-------------------|-----------------|
| 1. S. Nagendramma | Dr. Anandamma |
| K. Prasadani Rani | St. Tasleem |
| T. Anura | G. Akanksha |
| A. Chandrika | Y. Ratna Kumari |
| R. Sheeba | B. Anitha Devi |
| P. PAVANI | K. Deepika |
| Ch. Anusha | Ch. Geethika |
| N. Chinna | Y. Tejaswi |
| Anne Craigleini | K. Saranya |
| A. Tejaswini | |
| J. Anila | |
| M. Blessy Bhavya | |

అధికారి,
కళాశాల అధికారి



19/10/2022

గౌరవనీయులైన (ఎన్సీఎల్ గారికి,
వామచర్ల సహాయము ప్రభుత్వ మహిళా
పి.గి కళాశాల

విషయము : కంప్యూటర్ ట్రైబ్ నందు విద్యుత్
సరఫరా అంతరాయముల గురించి.

అమాలో!

మేము కంప్యూటర్ ఉపయోగించినప్పుడు
ట్రైబ్ లో విద్యుత్ సరఫరా అంతరాయములు కలుగుతున్నవి
దీని వలన కంప్యూటర్ సరిగ్గా పని చేయదు లేదు. కావున
మా యందు దయచేసి అసౌకర్యమునుండి
వచ్చుచున్న ఇబ్బందిని బాగుచేయవలసిందిగా మనవిచేయు-
చున్నాము.

ధన్యవాదములు.

1. U. Sreelatha,
2. L. Sowmya
3. S. Vyshnavi
4. N. Sreevidhya
5. M. Venkatas hobla
6. D. chinna nasaramma
7. Aalabi
8. M. Kaye
9. D. Sneha

ఇట్లు

మీ విధానియులు

P. Bhavani

Sk. Bogamma

P. Sahithya

D. Blessy

M. Gayatri



DT: 23/6/2022

గౌరవనీయులైన యోజ్యుల గారి

దామచర్ల సమకాలీన ప్రభుత్వ మహిళా విద్యాలయం
కళాశాల

విషయం:- తరగతి గది యందు ఉత్సాహం గల
ఉత్సాహం!

B.com అధ్యయనములపైనే మేము తమ దృష్టికి
తెచ్చిన విషయం విషయంగా తరగతి నడయందు బెంటులు
అందించినవి క్లుప్తములు వీలుగా వేపు. మిగిలిన
బెంటులు ఉండలేక స్త్రీలకు వేరు. కావున బెంటులు
మీ యందు దయ ఉంచి తగిన అధికార సమయం బెంటులు
కొరతప్పగా తగిన చర్య తీసుకొనవలసినట్లుగా
ప్రార్థనలు.

ధన్యవాదములు

ఇట్లు
అధ్యయనములు.

- P. Anilasha
- S. Jhansi
- T. Mounika
- T. Madhuri
- S. Geethanjali
- P. Vengamma
- S. Sunny
- N. Mounika
- R. Sravani Bai

- M. sneha
- G. Subhashini
- G. Hemema
- M. Pravalika
- ch. Divya
- M. Dhara Lakshmi
- N. Grace Mary
- N. Pasvathi
- ch. Nandini



DT: 14/7/2022

హాస్పిటల్ నుండి,

వారువల్ల సమీకరించబడిన గ్రాఫుల్ని అనుసరించి
జిసి కేంద్రం.

అధికారులు: వారువారికి ఎవలెంట్ బాటా నీలం.
బాటా!

కేసు I Bsc అప్లికేషన్లలో అధికారులు
మీ బాటాకి అనుబంధించిన అధికారులు అలాగూ
కేంద్రాలకు అనుబంధించి కేసు అనుబంధించి
వారువారికి ఎవలెంట్ ప్రతిబంధించిన అనుబంధించి
కేసు అనుబంధించి. కేసుల వారు అనుబంధించి
బాటా అనుబంధించి అనుబంధించి కేసు అనుబంధించి
అనుబంధించి అనుబంధించి.

Jyoga Dewi
Sireesha

Anitha
SriValika
Salome
Ramya
B. Lavanya
N. Sireesha

ఇక్కడ,
I Bsc అప్లికేషన్లు.
K. Suroopa Rani

K. Rupa
M. Aswini Bai
Y. Bhavaneswari
V. Anna.
P. Mounika
K. Ramya
M. Sivanandinihari
K. Nandinihari



D. S. GOVERNMENT COLLEGE FOR WOMEN, ONGOLE.
PRAKASAM (DT), ANDHRA PRADESH. 523001



NAAC 3rd CYCLE ACCREDITATION

CRITERIA V - 5.1: STUDENT SUPPORT

5.1.4. Proof for Implementation of guidelines of statutory/regulatory bodies



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



GRIEVANCE REDRESSAL COMMITTEE

2017-2018

The grievance redressal committee's purpose is to create an environment where all members of the college community feel safe, respected, and supported, and where any grievances or complaints are addressed promptly and fairly. By maintaining confidentiality and sensitivity towards the grievances raised by students and staff, the committee seeks to provide a platform where individuals can voice their concerns without fear of retaliation.

Vision:

To create a safe and inclusive environment that fosters academic and personal growth, where grievances are addressed with sensitivity, confidentiality, and promptness.

Objectives:

- To provide a platform for students and staff to raise and resolve grievances in a timely and impartial manner.
- To ensure that the college policies and procedures are followed when dealing with grievances.
- To promote a culture of mutual respect and cooperation within the college community.
- To create awareness among the students and staff about their rights and responsibilities.
- To maintain a confidential and sensitive approach towards the grievances raised by students and staff.

Duties and Responsibilities:

- To receive, examine and resolve complaints related to academic, administrative, and student welfare issues.
- To ensure that the grievance redressal process is fair and transparent.
- To maintain a record of all grievances received and actions taken to resolve them.
- To communicate the status and outcome of the grievances to the concerned parties.
- To conduct awareness programs and training sessions for students and staff on grievance redressal mechanisms and procedures.
- To recommend changes to college policies and procedures to prevent similar grievances from arising in the future.
- To maintain confidentiality and sensitivity while dealing with grievances.

- To submit a report on the grievances received and resolved to the college management periodically.

Complaint Lodging and Redressal Procedure

1. **Filing a Complaint:**

A student or staff member can file a complaint with the grievance redressal committee by submitting a written complaint to the committee's designated office, or by emailing the complaint to the committee's designated email address.

The complaint should include the following details:

- The complainant's name, contact details, and college ID number.
- The nature of the complaint, including a clear description of the incident or issue being raised
- The names of any individuals involved in the incident or issue, if known.
- Any supporting evidence or documentation, such as emails or witness statements.

2. **Acknowledgement of Complaint:**

Upon receiving a complaint, the grievance redressal committee will acknowledge receipt of the complaint in writing or by email, and inform the complainant of the expected timeline for resolving the issue.

3. **Investigation and Resolution:**

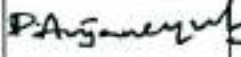

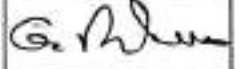
The grievance redressal committee will initiate an investigation into the complaint, which may include collecting additional information, conducting interviews, and reviewing relevant policies and procedures. The committee will then determine the appropriate course of action to resolve the complaint, which may include:

- Referring the matter to the relevant college authority for further investigation and action
- Providing guidance and counselling to the complainant
- Mediating a resolution between the parties involved
- Taking any other appropriate action as deemed necessary by the committee

4. **Notification of Outcome:**

Once the committee has reached a decision on the complaint, the complainant will be notified in writing or by email of the outcome and any action that has been taken. The committee will also maintain records of all complaints received and the action taken to resolve them.

COMMITTEE OF THE GRIEVANCE REDRESSAL

Sl. No	Name	Designation	Mobile No.	Sign
1.	Dr. D. Anjaneyulu, Principal	Chairman	9440931304	
2.	D. Anantha Lakshmi, Lecturer in Botany	Member	7981448286	
3.	Dr. G. Dhanunjaya Rao, Physical Director	Member	9490382802	



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ANTI-RAGGING COMMITTEE

2017-2018

The purpose of the anti-ragging committee is to ensure that all students have a safe and secure learning environment free from any form of physical or mental harassment. The committee aims to promote a culture of mutual respect, understanding, and cooperation, where all members of the college community can thrive without fear of bullying or intimidation.

Vision:

To create an environment where all members of the college community are treated with respect and dignity, and where all forms of ragging are unequivocally condemned and prevented.

Objectives:

1. To raise awareness among students and staff members about the negative effects of ragging and its impact on individuals and the college community.
2. To prevent any form of ragging or harassment within the college premises, including hostels, buses, and other common areas.
3. To provide a platform for students to report any incidents of ragging or harassment and ensure prompt action is taken to address them.
4. To work with relevant authorities to ensure that appropriate disciplinary action is taken against individuals found guilty of ragging or harassment.
5. To develop and implement policies and guidelines that prevent ragging and promote a safe and healthy learning environment.

Duties and Responsibilities:

1. **Creating awareness about anti-ragging measures:**
The committee is responsible for creating awareness among students and staff members about the dangers of ragging and the various measures that have been put in place to prevent it.
2. **Preventing ragging incidents:**
The committee is responsible for ensuring that no ragging incidents take place within the college campus or any of its affiliated institutions. This involves setting up mechanisms for monitoring the college premises and taking proactive steps to prevent any potential ragging incidents.
3. **Receiving and addressing complaints:**

The committee is responsible for receiving complaints related to ragging and taking appropriate action in a timely manner. This includes investigating complaints thoroughly, taking disciplinary action against those found guilty of ragging, and ensuring that the complainant is not subjected to any further harassment.

4. Maintaining records:

The committee is responsible for maintaining detailed records of all complaints received and the action taken to address them. This includes maintaining a register of complaints, investigating reports of ragging, and taking appropriate action as per the guidelines issued by the University Grants Commission (UGC) and the Supreme Court of India.

5. Collaborating with law enforcement agencies:

The committee is responsible for collaborating with local law enforcement agencies to prevent ragging incidents and to ensure that those who engage in ragging are brought to justice.

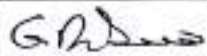

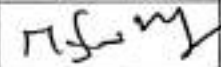
6. Providing support to victims of ragging:

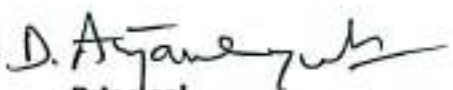
The committee is responsible for providing support to victims of ragging, including counselling services and other forms of assistance as needed. The committee should also ensure that victims are protected from any further harassment or retaliation.

7. Organizing awareness programs:

The committee is responsible for organizing awareness programs on anti-ragging measures for students, faculty, and staff members. These programs should educate individuals about the negative consequences of ragging and the various steps that can be taken to prevent it.

COMMITTEE OF THE ANTI - RAGGING

Sl. No	Name	Designation	Mobile No.	Signature
1.	Dr. G. Dhanunjaya Rao, Physical Director	Convener	9490382802	
2.	Kum. G. Sirisha, Lecturer in Physics	Member	8121925246	
3.	Sri. M. Srinivasulu, Librarian	Member	7989369803	


Principal
PRINCIPAL (FAC)
05 GOVT. DEGREE COLLEGE FOR WOMEN
ONGOLE-523 001.



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



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2.	D. Anantha Lakshmi, Lecturer in Botany	Member	7981448286	<i>D. Anantha Lakshmi</i>
3.	Dr. G. Dhanunjaya Rao, Physical Director	Member	9490382802	<i>G. Dhanunjaya Rao</i>

D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ANTI-RAGGING COMMITTEE

2018-2019

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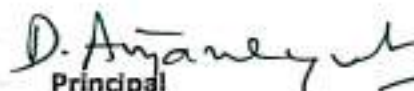
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COMMITTEE OF THE ANTI - RAGGING

Sl. No	Name	Designation	Mobile No.	Signature
1.	Dr. G. Dhanunjaya Rao, Physical Director	Convener	9490382802	G. Rao
2.	Sri. Ch. Venkateswarlu Lecturer in Political Science	Member	9441219375	Ch. Venkateswarlu
3.	Sri. K Ravi Kumar, Lecturer in Commerce	Member	9885885173	K. Ravi Kumar
4.	Kum. G Sirisha Lecturer in Physics	Member	8121925246	G. Sirisha
5.	Smt. Sk Jaheeda Office Subordinate	Member	9848454567	Sk. Jaheeda


Principal
PRINCIPAL (FAC)
DS GOVT. DEGREE COLLEGE FOR WOMEN
ONGOLE-523 001.



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



Internal Complaints Committee 2018-2019

The Internal Complaints Committee (ICC) is a committee that is formed as per the directions of CCE and guidelines of WD&CW Dept and in accordance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, to deal with complaints related to sexual harassment at the workplace. The primary objective of the ICC is to create a safe and secure working environment for all employees, especially women, and to ensure that any complaints related to sexual harassment are dealt with in a timely and efficient manner.

Objectives of ICC

1. To create an Institute-wide policy against sexual harassment of women.
2. Through the proper reporting of the complaints and their follow-up procedures, to ensure the application of the policy in letter and spirit.
3. To foster a psychological and social climate that will increase awareness of sexual harassment in all of its forms.
4. To establish a safe physical and social environment in order to prevent any sexual harassment from occurring.
5. To develop a permanent system for the Institute's use in preventing and dealing with situations of sexual harassment and other wrongdoing.

Duties and Responsibilities

1. To receive complaints: The ICC should receive complaints of sexual harassment at the workplace, either directly from the complainant or through a third party.
2. To investigate complaints: The ICC should investigate complaints of sexual harassment at the workplace, including conducting interviews with the complainant, the respondent, and any witnesses.
3. To take appropriate action: The ICC should take appropriate action based on the findings of the investigation. This may include disciplinary action against the respondent, or other measures to ensure the safety of the complainant and prevent further incidents of harassment.
4. To maintain confidentiality: The ICC should maintain strict confidentiality during the investigation and ensure that the complainant and the respondent are treated fairly and impartially.
5. To provide support: The ICC should provide support to the complainant, including counselling and other forms of assistance.
6. To conduct awareness programs: The ICC should conduct regular awareness programs to educate employees about sexual harassment and to prevent incidents of harassment from occurring.
7. To maintain records: The ICC should maintain proper records of all complaints and actions taken, in order to ensure transparency and accountability.

Complaint Lodging and Redressal Procedure

1. The complainant may approach any officer or member of the ICC in person, by phone, or by email.
2. The complainant has to submit a written complaint on plain paper.
3. The complainant should provide details of the incident(s), including the date, time, location, and the names of the accused and witnesses, if any.

4. The complainant should sign and date the complaint form to acknowledge that the information provided is true and accurate to the best of their knowledge.
5. The designated officer should ensure that the complaint is kept confidential and provide the complainant with information about the steps that will be taken to address the complaint.
6. The designated officer should forward the complaint to the ICC for further investigation.
7. The ICC should acknowledge receipt of the complaint to the complainant within 3 days.
8. The ICC should initiate an inquiry into the complaint within 7 days of receipt of the complaint, and complete the inquiry within 90 days, as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.
9. During the inquiry, the ICC should take appropriate measures to protect the confidentiality of the complainant and ensure that no retaliation or victimization occurs against the complainant.
10. After the inquiry is completed, the ICC should provide the complainant and accused with a copy of the inquiry report and recommendations for action, if any.
11. The ICC should take appropriate action to prevent future instances of sexual harassment, including awareness training for employees, putting in place systems for monitoring and reporting sexual harassment, and creating a safe and supportive environment for complainants.

Committee of the ICC

Sl. No	Name	Designation	Mobile No.	Signature
1.	D. Anantha Lakshmi, Lecturer in Botany.	Chairperson	9948136255	<i>D. Anantha Lakshmi</i>
2.	P. Yamini Ammaji Lecturer in Telugu	Member	9704821385	<i>P. Yamini Ammaji</i>
3.	Ch. Theraja Rani, Senior Asistant.	Member	9676199957	<i>Ch. Theraja Rani</i>
4.	Sk. Jaheeda, Record Asistant.	Member	9848454567	<i>SK Jaheeda</i>
5.	Boddu Bhaskara Rao, BA, BL, Advocate.	Member	9848793090	<i>B. R. Rao</i>
6.	D. Sushma Bai, II B.Sc. (BZC)	Member	90148 46558	<i>D. Sushma Bai</i>

Report of Complaints Received & Resolved

S. No	No. of complaints received	No. of complaints disposed	No. of cases pending	Awareness & Workshop programmes conducted	Actions taken by the committee
1	Nil	Nil	Nil	Nil	Nil

D. Anjaneyulu
Principal
PRINCIPAL (FAC)
DS GOVT. DEGREE COLLEGE FOR WOMEN
ONGOLE-523 001.



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



GRIEVANCE REDRESSAL COMMITTEE

2019-2020

The grievance redressal committee's purpose is to create an environment where all members of the college community feel safe, respected, and supported, and where any grievances or complaints are addressed promptly and fairly. By maintaining confidentiality and sensitivity towards the grievances raised by students and staff, the committee seeks to provide a platform where individuals can voice their concerns without fear of retaliation.

Vision:

To create a safe and inclusive environment that fosters academic and personal growth, where grievances are addressed with sensitivity, confidentiality, and promptness.

Objectives:

- To provide a platform for students and staff to raise and resolve grievances in a timely and impartial manner.
- To ensure that the college policies and procedures are followed when dealing with grievances.
- To promote a culture of mutual respect and cooperation within the college community.
- To create awareness among the students and staff about their rights and responsibilities.
- To maintain a confidential and sensitive approach towards the grievances raised by students and staff.

Duties and Responsibilities:

- To receive, examine and resolve complaints related to academic, administrative, and student welfare issues.
- To ensure that the grievance redressal process is fair and transparent.
- To maintain a record of all grievances received and actions taken to resolve them.
- To communicate the status and outcome of the grievances to the concerned parties.
- To conduct awareness programs and training sessions for students and staff on grievance redressal mechanisms and procedures.
- To recommend changes to college policies and procedures to prevent similar grievances from arising in the future.
- To maintain confidentiality and sensitivity while dealing with grievances.

- To submit a report on the grievances received and resolved to the college management periodically.

Complaint Lodging and Redressal Procedure

1. Filing a Complaint:

A student or staff member can file a complaint with the grievance redressal committee by submitting a written complaint to the committee's designated office, or by emailing the complaint to the committee's designated email address.

The complaint should include the following details:

- The complainant's name, contact details, and college ID number.
- The nature of the complaint, including a clear description of the incident or issue being raised
- The names of any individuals involved in the incident or issue, if known.
- Any supporting evidence or documentation, such as emails or witness statements.

2. Acknowledgement of Complaint:

Upon receiving a complaint, the grievance redressal committee will acknowledge receipt of the complaint in writing or by email, and inform the complainant of the expected timeline for resolving the issue.

3. Investigation and Resolution:

The grievance redressal committee will initiate an investigation into the complaint, which may include collecting additional information, conducting interviews, and reviewing relevant policies and procedures. The committee will then determine the appropriate course of action to resolve the complaint, which may include:

- Referring the matter to the relevant college authority for further investigation and action
- Providing guidance and counselling to the complainant
- Mediating a resolution between the parties involved
- Taking any other appropriate action as deemed necessary by the committee

4. Notification of Outcome:

Once the committee has reached a decision on the complaint, the complainant will be notified in writing or by email of the outcome and any action that has been taken. The committee will also maintain records of all complaints received and the action taken to resolve them.

COMMITTEE OF THE GRIEVANCE REDRESSAL

Sl. No	Name	Designation	Mobile No.	Sign
1.	Dr. D. Anjaneyulu, Principal	Chairman	9440931304	D. Anjaneyulu
2.	D. Anantha Lakshmi, Lecturer in Botany	Member	7981448286	A. Lakshmi
3.	Dr. G. Dhanunjaya Rao, Physical Director	Member	9490382802	G. Dhanunjaya Rao



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ANTI-RAGGING COMMITTEE

2019-2020

The purpose of the anti-ragging committee is to ensure that all students have a safe and secure learning environment free from any form of physical or mental harassment. The committee aims to promote a culture of mutual respect, understanding, and cooperation, where all members of the college community can thrive without fear of bullying or intimidation.

Vision:

To create an environment where all members of the college community are treated with respect and dignity, and where all forms of ragging are unequivocally condemned and prevented.

Objectives:

1. To raise awareness among students and staff members about the negative effects of ragging and its impact on individuals and the college community.
2. To prevent any form of ragging or harassment within the college premises, including hostels, buses, and other common areas.
3. To provide a platform for students to report any incidents of ragging or harassment and ensure prompt action is taken to address them.
4. To work with relevant authorities to ensure that appropriate disciplinary action is taken against individuals found guilty of ragging or harassment.
5. To develop and implement policies and guidelines that prevent ragging and promote a safe and healthy learning environment.

Duties and Responsibilities:

1. **Creating awareness about anti-ragging measures:**
The committee is responsible for creating awareness among students and staff members about the dangers of ragging and the various measures that have been put in place to prevent it.
2. **Preventing ragging incidents:**
The committee is responsible for ensuring that no ragging incidents take place within the college campus or any of its affiliated institutions. This involves setting up mechanisms for monitoring the college premises and taking proactive steps to prevent any potential ragging incidents.
3. **Receiving and addressing complaints:**

The committee is responsible for receiving complaints related to ragging and taking appropriate action in a timely manner. This includes investigating complaints thoroughly, taking disciplinary action against those found guilty of ragging, and ensuring that the complainant is not subjected to any further harassment.

4. Maintaining records:

The committee is responsible for maintaining detailed records of all complaints received and the action taken to address them. This includes maintaining a register of complaints, investigating reports of ragging, and taking appropriate action as per the guidelines issued by the University Grants Commission (UGC) and the Supreme Court of India.

5. Collaborating with law enforcement agencies:

The committee is responsible for collaborating with local law enforcement agencies to prevent ragging incidents and to ensure that those who engage in ragging are brought to justice.

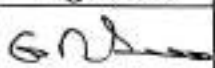
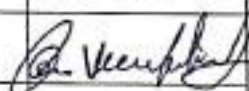
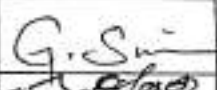
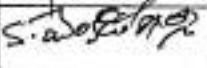
6. Providing support to victims of ragging:

The committee is responsible for providing support to victims of ragging, including counselling services and other forms of assistance as needed. The committee should also ensure that victims are protected from any further harassment or retaliation.

7. Organizing awareness programs:

The committee is responsible for organizing awareness programs on anti-ragging measures for students, faculty, and staff members. These programs should educate individuals about the negative consequences of ragging and the various steps that can be taken to prevent it.

COMMITTEE OF THE ANTI - RAGGING

Sl. No	Name	Designation	Mobile No.	Signature
1.	Dr. G. Dhanunjaya Rao, Physical Director	Member	9490382802	
2.	Sri. Ch. Venkateswarlu, Lecturer in Political Science	Member	9441219375	
3.	Sri. K. Ravi Kumar, Lecturer in Commerce	Member	9885885173	K. Ravi Kumar
4.	Kum. G. Sirisha, Lecturer in Physics	Member	8121925246	
5.	Sri. S. Venkateswarlu, Office Subordinate	Member	9553412866	


Principal

PRINCIPAL (FAC)
DS GOVT. DEGREE COLLEGE FOR WOMEN
ONGOLE-523 001.



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



Internal Complaints Committee 2019-2020

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Report of complaints received and resolved

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[Signature]
Principal
D.S. Govt. Degree College for Women
-ONGOLE, Prakasam Dist



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



GRIEVANCE REDRESSAL COMMITTEE

2020-2021

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Vision:

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Objectives:

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Duties and Responsibilities:

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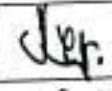
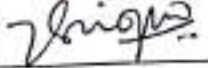

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COMMITTEE OF THE GRIEVANCE REDRESSAL

Sl. No	Name	Designation	Mobile No.	Sign
1.	Dr. D. Kalyani, Principal	Chairperson	9492903586	
2.	Smt. V. S. Vidyullatha Lecturer in Zoology	Member	9866878960	
3.	Dr. B. Dhanunjaya Rao, Physical Director	Member	9490382802	

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D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ANTI-RAGGING COMMITTEE

2020-2021

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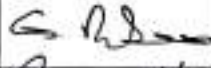
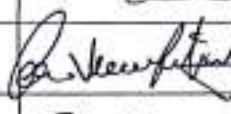
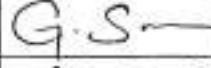
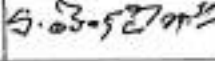
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COMMITTEE OF THE ANTI - RAGGING

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2.	Sri. Ch. Venkateswarlu, Lecturer in Political Science	Member	9441219375	
3.	Kum. G. Sirisha, Lecturer in Physics	Member	8121925246	
4.	Sri. S. Venkateswarlu, Office Subordinate	Member	9553412866	


Principal
PRINCIPAL
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D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



Internal Complaints Committee 2020-2021

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2.	P. Yamini Ammaji Lecturer in Telugu	Member	9704821385	<i>P. Yamini</i>
3.	Ch. Theraja Rani, Senior Asistant.	Member	9676199957	<i>Ch. Theraja</i>
4.	P. Jeevan Record Asistant.	Member	9000749123	<i>P. Jeevan</i>
5.	Boddu Bhaskara Rao,BA, BL, Advocate.	Member	9848793090	<i>B. Bhaskara Rao</i>
6.	K. Niharika I B.Com (Comp)	Member	6302441102	<i>K. Niharika</i>



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



GRIEVANCE REDRESSAL COMMITTEE

2021-2022

The grievance redressal committee's purpose is to create an environment where all members of the college community feel safe, respected, and supported, and where any grievances or complaints are addressed promptly and fairly. By maintaining confidentiality and sensitivity towards the grievances raised by students and staff, the committee seeks to provide a platform where individuals can voice their concerns without fear of retaliation.

Vision:

To create a safe and inclusive environment that fosters academic and personal growth, where grievances are addressed with sensitivity, confidentiality, and promptness.

Objectives:

- To provide a platform for students and staff to raise and resolve grievances in a timely and impartial manner.
- To ensure that the college policies and procedures are followed when dealing with grievances.
- To promote a culture of mutual respect and cooperation within the college community.
- To create awareness among the students and staff about their rights and responsibilities.
- To maintain a confidential and sensitive approach towards the grievances raised by students and staff.

Duties and Responsibilities:

- To receive, examine and resolve complaints related to academic, administrative, and student welfare issues.
- To ensure that the grievance redressal process is fair and transparent.
- To maintain a record of all grievances received and actions taken to resolve them.
- To communicate the status and outcome of the grievances to the concerned parties.
- To conduct awareness programs and training sessions for students and staff on grievance redressal mechanisms and procedures.
- To recommend changes to college policies and procedures to prevent similar grievances from arising in the future.
- To maintain confidentiality and sensitivity while dealing with grievances.
- To submit a report on the grievances received and resolved to the college management periodically.

Complaint Lodging and Redressal Procedure

5. Filing a Complaint:

A student or staff member can file a complaint with the grievance redressal committee by submitting a written complaint to the committee's designated office, or by emailing the complaint to the committee's designated email address.

The complaint should include the following details:

- The complainant's name, contact details, and college ID number.
- The nature of the complaint, including a clear description of the incident or issue being raised
- The names of any individuals involved in the incident or issue, if known.
- Any supporting evidence or documentation, such as emails or witness statements.

6. Acknowledgement of Complaint:

Upon receiving a complaint, the grievance redressal committee will acknowledge receipt of the complaint in writing or by email, and inform the complainant of the expected timeline for resolving the issue.

7. Investigation and Resolution:

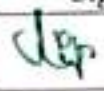
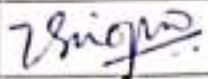
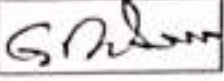
The grievance redressal committee will initiate an investigation into the complaint, which may include collecting additional information, conducting interviews, and reviewing relevant policies and procedures. The committee will then determine the appropriate course of action to resolve the complaint, which may include:

- Referring the matter to the relevant college authority for further investigation and action
- Providing guidance and counselling to the complainant
- Mediating a resolution between the parties involved
- Taking any other appropriate action as deemed necessary by the committee

8. Notification of Outcome:

Once the committee has reached a decision on the complaint, the complainant will be notified in writing or by email of the outcome and any action that has been taken. The committee will also maintain records of all complaints received and the action taken to resolve them.

COMMITTEE OF THE GRIEVANCE REDRESSAL

Sl. No	Name	Designation	Mobile No.	Sign
1.	Dr. D. Kalyani, Principal	Chairperson	9492903586	
2.	Smt. V. S. Vidyullatha Lecturer in Zoology	Member	9866878960	
3.	Dr. A. Dhanunjaya Rao, Physical Director	Member	9490382802	



ANTI-RAGGING COMMITTEE

2021-2022

The purpose of the anti-ragging committee is to ensure that all students have a safe and secure learning environment free from any form of physical or mental harassment. The committee aims to promote a culture of mutual respect, understanding, and cooperation, where all members of the college community can thrive without fear of bullying or intimidation.

Vision:

To create an environment where all members of the college community are treated with respect and dignity, and where all forms of ragging are unequivocally condemned and prevented.

Objectives:

1. To raise awareness among students and staff members about the negative effects of ragging and its impact on individuals and the college community.
2. To prevent any form of ragging or harassment within the college premises, including hostels, buses, and other common areas.
3. To provide a platform for students to report any incidents of ragging or harassment and ensure prompt action is taken to address them.
4. To work with relevant authorities to ensure that appropriate disciplinary action is taken against individuals found guilty of ragging or harassment.
5. To develop and implement policies and guidelines that prevent ragging and promote a safe and healthy learning environment.

Duties and Responsibilities:

1. **Creating awareness about anti-ragging measures:**
The committee is responsible for creating awareness among students and staff members about the dangers of ragging and the various measures that have been put in place to prevent it.
2. **Preventing ragging incidents:**
The committee is responsible for ensuring that no ragging incidents take place within the college campus or any of its affiliated institutions. This involves setting up mechanisms for monitoring the college premises and taking proactive steps to prevent any potential ragging incidents.
3. **Receiving and addressing complaints:**

The committee is responsible for receiving complaints related to ragging and taking appropriate action in a timely manner. This includes investigating complaints thoroughly, taking disciplinary action against those found guilty of ragging, and ensuring that the complainant is not subjected to any further harassment.

4. Maintaining records:

The committee is responsible for maintaining detailed records of all complaints received and the action taken to address them. This includes maintaining a register of complaints, investigating reports of ragging, and taking appropriate action as per the guidelines issued by the University Grants Commission (UGC) and the Supreme Court of India.

5. Collaborating with law enforcement agencies:

The committee is responsible for collaborating with local law enforcement agencies to prevent ragging incidents and to ensure that those who engage in ragging are brought to justice.

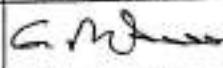
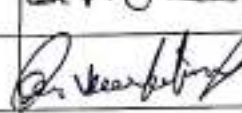
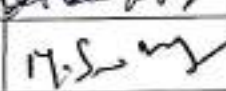
6. Providing support to victims of ragging:

The committee is responsible for providing support to victims of ragging, including counselling services and other forms of assistance as needed. The committee should also ensure that victims are protected from any further harassment or retaliation.

7. Organizing awareness programs:

The committee is responsible for organizing awareness programs on anti-ragging measures for students, faculty, and staff members. These programs should educate individuals about the negative consequences of ragging and the various steps that can be taken to prevent it.

COMMITTEE OF THE ANTI - RAGGING

Sl. No	Name	Designation	Mobile No.	Signature
1.	Dr. G. Dhanunjaya Rao, Physical Director	Member	9490382802	
2.	Sri. Ch. Venkateswarlu, Lecturer in Political Science	Member	9441219375	
3.	Sri. M. Srinivasulu, Librarian	Member	7989369803	


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D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
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Internal Complaints Committee 2021-2022

The Internal Complaints Committee (ICC) is a committee that is formed as per the directions of CCE and guidelines of WD&CW Dept and in accordance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, to deal with complaints related to sexual harassment at the workplace. The primary objective of the ICC is to create a safe and secure working environment for all employees, especially women, and to ensure that any complaints related to sexual harassment are dealt with in a timely and efficient manner.

Objectives of ICC

1. To create an Institute-wide policy against sexual harassment of women.
2. Through the proper reporting of the complaints and their follow-up procedures, to ensure the application of the policy in letter and spirit.
3. To foster a psychological and social climate that will increase awareness of sexual harassment in all of its forms.
4. To establish a safe physical and social environment in order to prevent any sexual harassment from occurring.
5. To develop a permanent system for the Institute's use in preventing and dealing with situations of sexual harassment and other wrongdoing.

Duties and responsibilities

1. To receive complaints: The ICC should receive complaints of sexual harassment at the workplace, either directly from the complainant or through a third party.

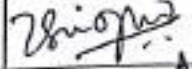
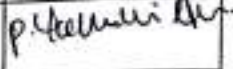
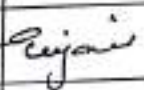
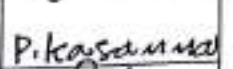

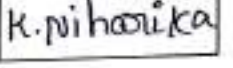
2. To investigate complaints: The ICC should investigate complaints of sexual harassment at the workplace, including conducting interviews with the complainant, the respondent, and any witnesses.
3. To take appropriate action: The ICC should take appropriate action based on the findings of the investigation. This may include disciplinary action against the respondent, or other measures to ensure the safety of the complainant and prevent further incidents of harassment.
4. To maintain confidentiality: The ICC should maintain strict confidentiality during the investigation and ensure that the complainant and the respondent are treated fairly and impartially.
5. To provide support: The ICC should provide support to the complainant, including counselling and other forms of assistance.
6. To conduct awareness programs: The ICC should conduct regular awareness programs to educate employees about sexual harassment and to prevent incidents of harassment from occurring.
7. To maintain records: The ICC should maintain proper records of all complaints and actions taken, in order to ensure transparency and accountability.

Complaint Lodging and Redressal Procedure

1. The complainant may approach any officer or member of the ICC in person, by phone, or by email.
2. The complainant has to submit a written complaint on plain paper.
3. The complainant should provide details of the incident(s), including the date, time, location, and the names of the accused and witnesses, if any.
4. The complainant should sign and date the complaint form to acknowledge that the information provided is true and accurate to the best of their knowledge.

5. The designated officer should ensure that the complaint is kept confidential and provide the complainant with information about the steps that will be taken to address the complaint.
6. The designated officer should forward the complaint to the ICC for further investigation.
7. The ICC should acknowledge receipt of the complaint to the complainant within 3 days.
8. The ICC should initiate an inquiry into the complaint within 7 days of receipt of the complaint, and complete the inquiry within 90 days, as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.
9. During the inquiry, the ICC should take appropriate measures to protect the confidentiality of the complainant and ensure that no retaliation or victimization occurs against the complainant.
10. After the inquiry is completed, the ICC should provide the complainant and accused with a copy of the inquiry report and recommendations for action, if any.
11. The ICC should take appropriate action to prevent future instances of sexual harassment, including awareness training for employees, putting in place systems for monitoring and reporting sexual harassment, and creating a safe and supportive environment for complainants.

Committee of the ICC

Sl. No	Name	Designation	Mobile No.	Signature
1.	V Sharon Vidyullatha Lecturer in Zoology	Chairperson	9866878960	
2.	P. Yamini Ammaji Lecturer in Telugu	Member	9704821385	
3.	Ch. Theraja Rani, Senior Asistant.	Member	9676199957	
4.	P Kasamma Record Asistant.	Member	7842770740	
5.	Boddu Bhaskara Rao,BA, BL, Advocate.	Member	9848793090	
6.	K. Niharika II B.Com (Comp)	Member	6302441102	

Report of complaints received and resolved

S. No	No. of complaints received	No. of complaints disposed	No. of cases pending	Awareness & Workshop programmes conducted	Actions taken by the committee
1	Nil	Nil	Nil	Nil	Nil


Principal
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ONGOLE, Prakasam Dist



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



UGC guidelines on Grievance & Redressal Committee

संस्कृत सं. संकेत (एन)-04/0007/2003-05 REGISTERED No. DLN)-04/0007/2003-05


भारत का राजपत्र
The Gazette of India
सप्ताहिक/ WEEKLY

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

पृ. 12] नई दिल्ली, शनिवार, मार्च 23-मार्च 29, 2013 (चैत्र 2, 1935)
No. 12] NEW DELHI, SATURDAY, MARCH 23-MARCH 29, 2013 (CHAITRA 2, 1935)

इस भाग में फिल पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके
(Separate paging is given in this Part in order that it may be filed as a separate compilation)

भाग III-खण्ड 4
[PART III-SECTION 4]

[स्तिथित निकायों द्वारा जारी की गई विविध अधिसूचनाएं जिसमें कि आदेश, विज्ञापन और सूचनाएं सम्मिलित हैं]
[Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices issued by Statutory Bodies]

UNIVERSITY GRANTS COMMISSION

New Delhi-110002, the—December 2012

F. No. 14-4/2012(CPP-2I)—In exercise of the power conferred under sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby makes the following regulations, namely —

1. Short title, application and commencement :—

- (1) These regulations shall be called the University Grants Commission (Grievance Redressal) Regulations, 2012.
- (2) They shall apply to every University, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- (3) They shall come into force from the date of their publication in the Official Gazette.

2. Definition :—In these regulations, unless the context otherwise requires

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;
- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956;
- (e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;

(f) "grievances" include the following complaints of the aggrieved students, namely: -

(i) making admission contrary to merit determined in accordance with the declared admission policy of the institute;

(ii) irregularity in the admission process adopted by the institute;

(iii) refusing admission in accordance with the declared admission policy of the institute;

(iv) non publication of prospectus, as specified;

(v) publishing any information in the prospectus, which is false or misleading, and not based on facts;

(vi) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;

(vii) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;

(viii) breach of the policy for reservation in admission as may be applicable;

(ix) complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories;

(x) non payment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;

(xi) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;

(xii) non provision of student amenities as may have been promised or required to be provided by the institution;

(xiii) denial of quality education as promised at the time of admission or required to be provided;

(xiv) non transparent or unfair evaluation practices;

(xv) harassment and victimisation of students, including sexual harassment;

(g) "Grievance Redressal Committee" means a committee constituted under these regulations;

(h) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (t) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;

(i) "institution" for the purposes of these regulations, means university, college or institution, as the case may be;

(j) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;

(k) "Ombudsman" means the Ombudsman appointed under regulation 4 of these regulations;

(l) "university" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

3. *Mandatory publication of prospectus, its contents and pricing:—*

(1) Every higher education institution, shall publish, before expiry of sixty days prior the date of the commencement of the admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and the general public, namely:—

(a) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or programme of study, and the other terms and conditions of such payment;

(b) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to that student;

(c) the number of seats approved by the appropriate statutory authority in respect of each course or programme of study for the academic year for which admission is proposed to be made;

(d) the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



GRIEVANCE & REDRESSAL COMMITTEE

Purpose: The purpose of this policy is to establish a fair, transparent, and effective mechanism for addressing and resolving grievances related to harassment, discrimination, and other issues faced by students, faculty, and staff members of the college.

Scope: This policy applies to all students, faculty, and staff members of the college.

Definitions: For the purpose of this policy, the following definitions will apply:

1. **Grievance:** Any complaint or issue related to harassment, discrimination, or any other matter affecting the welfare of students, faculty, and staff members of the women's college.
2. **Complainant:** A person who raises a grievance.
3. **Respondent:** A person who is the subject of a grievance.
4. **Internal Committee (IC):** A committee constituted by the college to investigate and resolve grievances related to sexual harassment.
5. **Grievance Redressal Committee (GRC):** A committee constituted by the college to investigate and resolve all other grievances.
6. **Confidentiality:** The protection of the privacy of the complainant, respondent, witnesses, and other persons involved in the grievance redressal process.

Procedure:

- **Grievance Redressal Committee:** The Grievance Redressal Committee (GRC) will be constituted by the women's college and will consist of at least three members, including Principal as a Chairperson, and two members from the teaching staff.
- **Filing a Grievance:** Any student, faculty, or staff member who has a grievance can file a written complaint with the GRC. The complaint should be addressed to the Chairperson of the GRC and should include a clear statement of the grievance and any supporting documents or evidence.

- **Investigation:** The GRC will investigate the complaint and may seek additional information or clarification from the complainant, respondent, and any witnesses. The GRC will conduct the investigation in a fair, transparent, and impartial manner, respecting the rights of all parties involved.
- **Resolution:** The GRC will provide a written report of its findings and recommendations to the women's college authorities. The authorities will take appropriate action to resolve the grievance.
- **Internal Committee:** In case of a complaint related to sexual harassment, the complainant can file a complaint with the Internal Committee (IC). The IC will investigate the complaint and provide a report of its findings and recommendations to the college authorities.
- **Confidentiality:** The College will ensure the confidentiality of all parties involved in the grievance redressal process. The complainant, respondent, witnesses, and any other persons involved in the process should not disclose any information related to the grievance to anyone except the concerned authorities.
- **Protection against retaliation:** The College will ensure that no person who raises a grievance will face any retaliation or victimization. Any person found guilty of retaliating against a complainant will be subject to disciplinary action.
- **Review:** The College will review this policy periodically and make any necessary changes to ensure that it remains effective and relevant.

Conclusion: The College is committed to providing a safe and respectful environment for all students, faculty, and staff members. This policy is intended to promote the principles of fairness, transparency, and accountability in addressing grievances and to ensure that all parties are treated with dignity and respect throughout the grievance redressal process.

Vision:

To create a safe and inclusive environment that fosters academic and personal growth, where grievances are addressed with sensitivity, confidentiality, and promptness.

Objectives:

- To provide a platform for students and staff to raise and resolve grievances in a timely and impartial manner.
- To ensure that the college policies and procedures are followed when dealing with grievances.
- To promote a culture of mutual respect and cooperation within the college community.
- To create awareness among the students and staff about their rights and responsibilities.
- To maintain a confidential and sensitive approach towards the grievances raised by students and staff.

Duties and Responsibilities:

- To receive, examine and resolve complaints related to academic, administrative, and student welfare issues.
- To ensure that the grievance redressal process is fair and transparent.
- To maintain a record of all grievances received and actions taken to resolve them.
- To communicate the status and outcome of the grievances to the concerned parties.
- To conduct awareness programs and training sessions for students and staff on grievance redressal mechanisms and procedures.
- To recommend changes to college policies and procedures to prevent similar grievances from arising in the future.
- To maintain confidentiality and sensitivity while dealing with grievances.
- To submit a report on the grievances received and resolved to the college management periodically.

Complaint Lodging and Redressal Procedure

1. **Filing a Complaint:**

A student or staff member can file a complaint with the grievance redressal committee by submitting a written complaint to the committee's designated office, or by emailing the complaint to the committee's designated email address.

The complaint should include the following details:

- The complainant's name, contact details, and college ID number.
- The nature of the complaint, including a clear description of the incident or issue being raised
- The names of any individuals involved in the incident or issue, if known.
- Any supporting evidence or documentation, such as emails or witness statements.

2. **Acknowledgement of Complaint:**

Upon receiving a complaint, the grievance redressal committee will acknowledge receipt of the complaint in writing or by email, and inform the complainant of the expected timeline for resolving the issue.

3. **Investigation and Resolution:**

The grievance redressal committee will initiate an investigation into the complaint, which may include collecting additional information, conducting interviews, and reviewing relevant policies and procedures. The committee will then determine the appropriate course of action to resolve the complaint, which may include:

- Referring the matter to the relevant college authority for further investigation and action
- Providing guidance and counselling to the complainant
- Mediating a resolution between the parties involved
- Taking any other appropriate action as deemed necessary by the committee

4. **Notification of Outcome:**

Once the committee has reached a decision on the complaint, the complainant will be notified in writing or by email of the outcome and any action that has been taken. The committee will also maintain records of all complaints received and the action taken to resolve them.



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ACADEMIC YEAR 2017-2018

COMMITTEE OF THE GRIEVANCE REDRESSAL 2017-2018

Sl. No	Name	Designation	Mobile No.
1.	D. Anantha Lakshmi Lecturer in Botany.	Convener	7981448286
2.	Dr. G. Dhanunjaya Rao, Physical Director	Member	9490382802

2017 - 18 28
2018 - 19

20 D.S. Govt. College (W), Ongole
Grievance Redressal Committee

A Committee has been formed to address the grievance of the students under the chairmanship of the Principal and two senior faculty as the members. The Committee ensures smooth functioning of the college and solves the issues that come to the notice of the committee. The Committee will be in force for the years 2017-18. and 2018-19.

Sl.No.	Name	Designation.
1.	Dr. D. Anjaneyulu Principal (FAC)	Chairman D. Anjaneyulu
2.	D. Anantha Lakshmi Lecturer in Botany.	Member A. Anand
3.	Dr. G. Dhanunjaya Rao. Physical Director.	Member G.A. Rao

D. Anjaneyulu

PRINCIPAL (FAC)
D.S. GOVT. COLLEGE (W) FOR WOMEN
ONGOLE-513 009



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ACADEMIC YEAR 2018-2019

COMMITTEE OF THE GRIEVANCE REDRESSAL 2018-2019

Sl. No	Name	Designation	Mobile No.
1.	D. Anantha Lakshmi Lecturer in Botany.	Convener	7981448286
2.	Dr. G. Dhanunjaya Rao, Physical Director	Member	9490382802
3.	Sk. Jaheeda, Record Assistant	Member	9848454567

2017 - 18 28
2018 - 19

20 D.S. Govt. College (W), Ongole
Grievance Redressal Committee

A Committee has been formed to address the grievance of the students under the chairmanship of the Principal and two senior faculty as the members. The Committee ensures smooth functioning of the college and solves the issues that come to the notice of the committee. The Committee will be in force for the years 2017-18. and 2018-19.

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1.	Dr. D. Anjaneyulu Principal (FAC)	Chairman D. Anjaneyulu
2.	D. Anantha Lakshmi Lecturer in Botany.	Member A. Anand
3.	Dr. G. Dhanunjaya Rao. Physical Director.	Member G. Anand

D. Anjaneyulu

PRINCIPAL (FAC)
D.S. GOVT. COLLEGE (W) FOR WOMEN
ONGOLE-513 009



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ACADEMIC YEAR 2019-2020

COMMITTEE OF THE GRIEVANCE REDRESSAL 2019-2020

Sl. No	Name	Designation	Mobile No.
1.	D. Anantha Lakshmi Lecturer in Botany.	Convener	7981448286
2.	Dr. G. Dhanunjaya Rao, Physical Director	Member	9490382802
3.	D. Suneetha, Office Subordinate	Member	

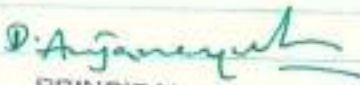
2019 - 2020

29

D.S. Govt. College (w), Ankola
Grievance Redressal Committee

A committee has been formed to address the grievance of the students under the chairmanship of the Principal and two senior faculty as the members. The committee ensures smooth functioning of the college and solves the issues that come to the notice of the committee. The committee will take necessary measures to solve the grievance of the students within the earliest possible time.

Sr. No.	Name	Designation
1.	Dr. D. Anjaneyulu Principal (FAC)	Chairman. D. Anjaneyulu
2.	D. Anantha Lakshmi Lecturer in Botany	Member A. Lakshmi
3.	Dr. G. Dhananjay Rao Physical Director	Member. G. Dhananjay Rao


PRINCIPAL (FAC)
DS GOVT. DEGREE COLLEGE FOR WOMEN
ANKOLE-523 001.



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ACADEMIC YEAR 2020-2021 & 2021-2022

COMMITTEE OF THE GRIEVANCE REDRESSAL 2020-2021 & 2021-2022

Sl. No	Name	Designation	Mobile No.
1.	VS Vidyullatha Lecturer in Zoology	Convener	9866878960
2.	Dr. I. Subhashini, Lecturer in Telugu	Member	7013130549
3.	Dr. G. Dhanunjaya Rao, Physical Director	Member	9490382802
4.	P. Kasamma, Record Assistant	Member	7842770740

2020 - 2021 28

2021 - 2022

33

D.S. Govt. College (W), Ongole.
Grievance Redressal Committee.

A committee has been formed to address the grievances of the students under the chairmanship of the Principal and senior faculty members as members. The committee ensures smooth functioning of the college and solves the issues that come to the notice of the committee.

Sl. No.	Name.	Designation.
1	Dr. D. Kalyani Principal.	Chairperson.
2.	Smt. V.S. Vidyullatha. Lecturer in Zoology	Member <i>V.S.V.</i>
3.	Dr. G. Dhanunjaya Rao Physical Director	Member. <i>G.D.R.</i>

V.S.V.
principal.
PRINCIPAL (FAC)
DS GOVT. DEGREE COLLEGE FOR WOMEN
ONGOLE-523 001.



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



UGC latest guidelines on Grievance & Redressal Committee

Office of the
Commissionerate of Collegiate Education
Mangalagiri : A.P.

Cir.02/CCEAP/AC-01/2022-23 Date: 02.11.2022

CIRCULAR

Sub: Request for placing the URL of Collegiate Education Grievance Redressal and Monitoring (e-CEGRAM) Application in all the official Websites of Government Degree Colleges – Re-circulation of updated URL – Regarding.

Ref: Cir.01/CCEAP/AC-01/2022-23, dated 31.10.2022.

As per the instructions of Commissioner Sir, all the Principals are requested to guide the Students, Staff and Retired Staff to register their grievances through Web based application i.e., "Collegiate Education Grievance Redressal and Monitoring (e-CEGRAM)"

It is decided to promote the "Collegiate Education Grievance Redressal and Monitoring (e-CEGRAM)" Application to reach to a greater number of users in all the Government Degree Colleges across the State and to register their grievances through the web and to ensure grievance in an efficient way.

Hence, the Principals of all Government Degree College are requested to place the below URL link in their respective College Official Websites with immediate effect:

http://103.39.134.234/CCE_ICTS/


For Commissioner of Collegiate Education

To
The Principals of all GDCs.

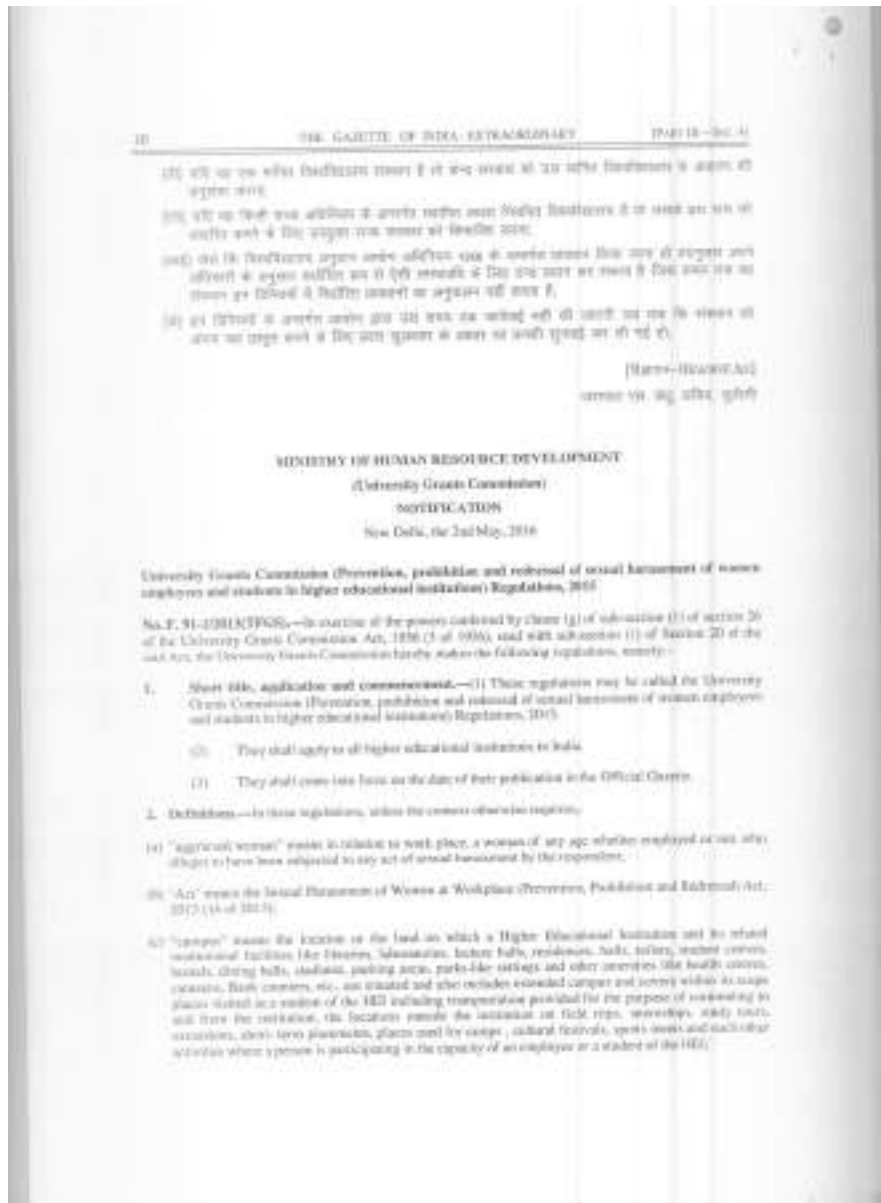
Copy to
The RJDCEs of all Zones for information,
The AGO, D/o CCE, AP.



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



UGC guidelines on Internal Complaints Committee



- (d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;
- Provided that in the later case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws or behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means-
- (i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which degrades, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:-
- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks
- (d) physical contact and advances; or
- (e) showing pornography"
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) implied or explicit threat of detrimental treatment in the conduct of work;
- (c) implied or explicit threat about the present or future status of the person concerned;
- (d) creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

- (d) "student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI;
 Provided that a student who is in the process of taking admission in HEI's campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;
 Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;
- (e) "Third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;
- (f) "victimisation" means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (g) "workplace" means the campus of a HEI including—
- Any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
 - Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
 - Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.

3. Responsibilities of the Higher Educational Institution- (1) Every HEI shall—

- Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- publicly commit itself to a zero tolerance policy towards sexual harassment;
- reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual

harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC. Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations.

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- (j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;
- (l) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to justification and expulsion) if the perpetrator is a student;
- (o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

3.2 Supportive measures.—(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.

(5) All HEIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.

(6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.

(7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.

(8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.

(9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.

(10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.

(11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exceptional when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.

(12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.

(13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for woman employees and students.

(14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.

(15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.

(16) Hostel Wardens, Proctors, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

4. **Graveance redressal mechanism.**—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an robust mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 3(e);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;"

- (b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
- (c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- (d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
- (2) At least one-half of the total members of the ICC shall be women.
- (3) Persons in senior administrative positions in the HEI, such as Vice-Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- (4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one-third of the members of the ICC may change every year.
- (5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.
- (6) Where the Presiding Officer or any member of the Internal Committee:
- contravenes the provisions of section 16 of the Act; or
 - has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
 - he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
 - has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section."

5. Responsibilities of Internal Complaints Committee (ICC) - The Internal Complaints Committee

shall

- (a) provide assistance if an employee or a student chooses to file a complaint with the police;

- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

6. **The process for making complaint and conducting Inquiry** – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

7. **Process of making complaint of sexual harassment** - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing.

Provided further that the ICC may, for the reasons to be recorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period."

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

8. **Process of conducting Inquiry**- (1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complainant along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served to both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, in the

case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

9. Interim redressal-The HEI may,

- (a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

10. Punishment and compensation- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may:-

- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - (b) suspend or restrict entry into the campus for a specific period;
 - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - (d) award reformatory punishments like mandatory counselling and, or, performance of community services.
- (3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
 - (b) the loss of career opportunity due to the incident of sexual harassment;
 - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
 - (d) the income and status of the alleged perpetrator and victim; and
 - (e) the feasibility of such payment in lump sum or in instalments.

11. Action against frivolous complaint-—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2)

of this regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract censure against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

12. Consequences of non-compliance.—(1) The Commission shall, in respect of any institution that willfully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice:—

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956;
 - (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
 - (c) withholding any grant allocated to the institution;
 - (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
 - (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
 - (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
 - (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;
 - (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act;
 - (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the Commission under these regulations unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

[Adv.-III/4/Esty/53]

JASPAL S. SANDHU, Secy, UGC



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



CCE proceedings on Internal Complaints Committee

Government of Andhra Pradesh
Commissionerate of Collegiate Education

Proc.2/03/Women Empowerment Cell/AC-3/2018-19, dated: 07.12.2018

Sub: Collegiate Education – Constitution of Internal Complaints Committee
(ICC) – Reg

Ref: 1. Lr.No.25023/5/2018/SRCW, Dt.13/11/2018

The Government has constituted the State Level Task Force for Safety of Children and Women under the Chairmanship of Chief Secretary by composition of various line departments. Further the Government issued certain guidelines to launch multi sectoral drive to prevent sexual crimes against children and women by spreading awareness as well as by taking action by various departments and stake holders. Everyone has the fundamental right to work in a safe and conductive work environment that enables all to work without fear of prejudice, gender bias and sexual harassment, where employer and employees respect each other's integrity and dignity, their privacy, their right to equality and right to opportunity in the work place.

In this connection, The RJDCEs and Principals of Government and Private Aided degree colleges in the state are here by directed to constitute "Internal Complaints Committee" as per the guidelines given by WD&CW Dept. with an objective to provide protection against sexual harassment of women at work place and also to provide for an effective redressal of complaints of sexual harassment. The details of ICC members are to be uploaded via Google spread sheet sent to you after receiving the proceeding in the given format. The RJDCEs should send the ICC details of their respective zones in excel to the mail ID extracurricularactivities.ccn@gmail.com

S. No.	Name of The College, place	District	Names of the ICC	Contact Nos	Mail ID

The Principals should send the reports of ICC to RJDCEs and RJDCEs will enquire the whereabouts of the complaints and further submit the enquiry report to O/o CCE to the mail ID extracurricularactivities.ccn@gmail.com. All the complaints received from RJDCEs will be verified and scrutinised by the ICC, O/o CCE and the final report will be submitted to the Spl.CCE for necessary action.

The RJDCEs and Principals should send the Annual reports in the given excel format every year by March 31st.

S.No.	Name of the College, place	District	Name of the ICC Coordinator	Contact No	No. of Complaints of sexual harassment received in the year	No. Of Complaints disposed off during the year	No. of Cases pending for more than ninety days	No. of workshops or awareness programmes against sexual harassment carried out	Nature of Action taken by the employer

(Orders of SpLCCE obtained in the Note file)

Sd/- Smt. Sujata Sharma, I.A.S.
Special Commissioner of Collegiate Education

//Attested//



Academic Guidance Officer

Enclosures:
Guidelines & Notes



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee (ICC) is a committee that is formed as per the directions of CCE and guidelines of WD&CW Dept and in accordance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, to deal with complaints related to sexual harassment at the workplace. The primary objective of the ICC is to create a safe and secure working environment for all employees, especially women, and to ensure that any complaints related to sexual harassment are dealt with in a timely and efficient manner.

Objectives of ICC

1. To create an Institute-wide policy against sexual harassment of women.
2. Through the proper reporting of the complaints and their follow-up procedures, to ensure the application of the policy in letter and spirit.
3. To foster a psychological and social climate that will increase awareness of sexual harassment in all of its forms.
4. To establish a safe physical and social environment in order to prevent any sexual harassment from occurring.
5. To develop a permanent system for the Institute's use in preventing and dealing with situations of sexual harassment and other wrongdoing.

Duties and responsibilities

1. To receive complaints: The ICC should receive complaints of sexual harassment at the workplace, either directly from the complainant or through a third party.
2. To investigate complaints: The ICC should investigate complaints of sexual harassment at the workplace, including conducting interviews with the complainant, the respondent, and any witnesses.
3. To take appropriate action: The ICC should take appropriate action based on the findings of the investigation. This may include disciplinary action against the respondent, or other measures to ensure the safety of the complainant and prevent further incidents of harassment.
4. To maintain confidentiality: The ICC should maintain strict confidentiality during the investigation and ensure that the complainant and the respondent are treated fairly and impartially.
5. To provide support: The ICC should provide support to the complainant, including counselling and other forms of assistance.
6. To conduct awareness programs: The ICC should conduct regular awareness programs to educate employees about sexual harassment and to prevent incidents of harassment from occurring.
7. To maintain records: The ICC should maintain proper records of all complaints and actions taken, in order to ensure transparency and accountability.

Complaint Lodging and Redressal Procedure

1. The complainant may approach any officer or member of the ICC in person, by phone, or by email.
2. The complainant has to submit a written complaint on plain paper.
3. The complainant should provide details of the incident(s), including the date, time, location, and the names of the accused and witnesses, if any.
4. The complainant should sign and date the complaint form to acknowledge that the information provided is true and accurate to the best of their knowledge.
5. The designated officer should ensure that the complaint is kept confidential and provide the complainant with information about the steps that will be taken to address the complaint.
6. The designated officer should forward the complaint to the ICC for further investigation.
7. The ICC should acknowledge receipt of the complaint to the complainant within 3 days.
8. The ICC should initiate an inquiry into the complaint within 7 days of receipt of the complaint, and complete the inquiry within 90 days, as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.
9. During the inquiry, the ICC should take appropriate measures to protect the confidentiality of the complainant and ensure that no retaliation or victimization occurs against the complainant.
10. After the inquiry is completed, the ICC should provide the complainant and accused with a copy of the inquiry report and recommendations for action, if any.

11. The ICC should take appropriate action to prevent future instances of sexual harassment, including awareness training for employees, putting in place systems for monitoring and reporting sexual harassment, and creating a safe and supportive environment for complainants.

Internal Complaints Committee (ICC) has to be constituted by the principal & chairperson of the ICC bearing the following members:

S. No	Name	Designation
1	Senior Female Lecturer	Chairperson
2	Female Lecturer	Member
3	Office Superintendent	Member
4	Office Sub- ordinate	Member
5	NGO Member	Member
6	Student Member	Member



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ACADEMIC YEAR 2018-2019

INTERNAL COMPLAINTS COMMITTEE

2018-2019

S. No	Name	Designation	Mobile Number
1	Dr. D Anantha Lakshmi Lecturer in Botany	Chairperson	9948136255
2	Y. Yamini Ammaji Lecturer in Telugu	Member	9704821385
3	Ch. Theraja Rani Sr. Asst.	Member	9676199957
4	Sk. Jaheeda Rec. Asst.	Member	9848454567
5	Boddu Bhaskar Rao, B.A, B.L Advocate	NGO Member	9848793090
6	D Sushma Bai II B.Sc., (BZC)	Student Member	9014846558

2018-2019

Internal complaint committee has been constituted by the principal for the academic year 2018-2019 with the following members.

Chairperson & members of the committee:

S.No	Name	Designation	Phone no.	Signature
1	D. Anantha Lakshmi	Sr. Lecturer Chairperson	99481 36255	
2	P. Yamini Ammaji	Sr. Lec. Member	97048 21385	
3	Ch. Tharja Rani	Member Sr. Ass.	96761 99957	
4	SK. Jaheda	Member	98484 54567	
5	Boddu Chasrara Rao	Advocate Member	98487 93090	
6	D. Sushma Bai II B Sc, B2C	Member Student	90148 46558	D. Sushma Bai

Report of complaints received and resolved:

S.No.	No. of complaints received	No. of complaints disposed	No. of cases pending	Awareness workshop programmes conducted	Action taken by the committee
1.	Nil	Nil	Nil	Nil	Nil

Principal.

PRINCIPAL (PAG)

OS ... COLLEGE FOR WOMEN

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D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ACADEMIC YEAR 2019-2020

INTERNAL COMPLAINTS COMMITTEE

2019-2020

S. No	Name	Designation	Mobile Number
1	D. Anantha Lakshmi Lecturer in Botany	Chairperson	9948136255
2	Y Yamini Ammaji Lecturer in Telugu	Member	9704821385
3	Ch. Theraja Rani Sr. Asst.	Member	9676199957
4	Sk. Jaheeda Rec. Asst.	Member	9848454567
5	Boddu Bhaskar Rao, B.A, B.L Advocate	NGO Member	9848793090
6	D Sushma Bai III B.Sc., (BZC)	Student Member	9014846558

2019-2020

Internal complaint committee (ICC) was constituted by the principal for the academic year 2019-2020 with the following members.

chairperson & members of the committee:

S.NO	NAME	Designation	Phone no.	Signature
1	D. Anantha Lakshmi	chair person (D.D)	99481 35255	
2	P. Yamini Ammaji	Member (D.D)	97048 21385	
3	Ch. Theeraja Rani	Member (Sr. Mkt)	96761 99957	
4	SK. Jabeeda	Member (K.A. Mkt)	98484 54567	
5	B. Bhaskara Rao	Member (Advocate)	98487 93090	
6	Dr. Sushma Bai in B.Sc. (B.C)	Member Student	90148 46558	

Report of complaints received and resolved:

S.NO	No. of complaints received	No. of complaints disposed	No. of cases pending	awareness work shop programmes conducted	Action taken by the committee
1	Nil	Nil	Nil	Nil	Nil

Principal
PRINCIPAL
D.S. Govt. Degree College for Women
ONGOLE, Prakasam Dist



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ACADEMIC YEAR 2020-2021

INTERNAL COMPLAINTS COMMITTEE

2020-2021

S. No	Name	Designation	Mobile Number
1	VS Vidyullatha Lecturer in Zoology	Chairperson	9866878960
2	Y Yamini Ammaji Lecturer in Zoology	Member	9704821385
3	Ch. Theraja Rani Sr. Asst.	Member	9676199957
4	P Jeevan Office Sub Ordinate	Member	9000749123
5	Boddu Bhaskar Rao, B.A, B.L Advocate	NGO Member	9848793090
6	K Niharika I B.Com (Comp. Appl.)	Student Member	6302441102

2020 - 2021

An Internal complaint committee (ICC) has been constituted by the principal Dr. D. Kalyani of D. S. Govt. Degree college for women, Ongole for the academic year 2020-2021 with the following members.

Chairperson & members of the committee:

S.NO	NAME	Designation	phone no	Signature
1	V.S.Vidya Lakshmi	Chair person (Doc)	98668 78960	
2	P. Yamini Anjali	Member (Doc)	97048 21385	
3	Ch. Thareja Rani	Member Sr. Asst	96761 99957	
4	P. Jeevan	Member Rec. Asst	90007 49123	
5	B. Bhaskara Rao	Member Advocate	98487 93090	
6	K. Niharika I B.com. (Comp)	Member Student	63024 41102	

Reports of complaints received and redressed:

S.NO	No. of complaints received	No. of complaints disposed	No. of cases pending	Awareness/Workshop/Programmes conducted	Action taken by the committee
1	Nil	Nil	Nil	Nil	Nil

Principal
D.S. Govt. Degree College for Women
ONGOLE, Prakasam Dist



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ACADEMIC YEAR 2021-2022

INTERNAL COMPLAINTS COMMITTEE

2021-2022

S. No	Name	Designation	Mobile Number
1	VS Vidyullatha Lecturer in Zoology	Chairperson	9866878960
2	Y Yamini Ammaji Lecturer in Telugu	Member	9704821385
3	Ch. Theraja Rani Sr. Asst.	Member	9676199957
4	P Kasamma Rec. Asst.	Member	7842770740
5	Boddu Bhaskar Rao, B.A, B.L Advocate	NGO Member	9848793090
6	K Niharika II B.Com (Comp. Appl.)	Student Member	6302441102

2021-2022

Internal complaint committee (ICC)
proceedings of the principal Dr. D. Kalyani,
staff committees for the academic year 2021-2022,
constitution of the college level committees
and associations for the academic year 2020-2021 to
extend administrative assistance to the principal.

Chairperson & members of the committee:

S.NO	Name	Designation	phone no.	Signature
1	V.S. Vidyullatha	chair person B.A.	98668 78960	V.S. Vidyullatha
2	P. Yamini Amraji	member Ret.	97048 21385	P. Yamini Amraji
3	Ch. Thoreja Rani	member Sr. A.M.T.	96761 99957	Ch. Thoreja Rani
4	P. Kasamma	Member Poc P.S.R.	78427 70740	P. Kasamma
5	B. Chakrara Rao	member (Advocate)	98487 93090	B. Chakrara Rao
6	K. Niharika II B.com. comp	member Student	63024 41102	K. Niharika

Report of the complaints received and resolved:

S: NO	No. of complaints received	No. of complaints disposed	No. of cases pending	Awareness or Workshop programmes conducted	Action taken by the committee
1	Nil	Nil	Nil	Nil	Nil

Principal
D.S. Govt. Degree College for Women
ONGOLE, Prakasam Dist



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



UGC guidelines for Anti Ragging Committee

DRAFT

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110 002

NO. F 1-16/2007 (CPP-II)

April, 2009

**UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER
EDUCATIONAL INSTITUTIONS, 2009**

In exercise of the powers conferred by Clause (g) of Sub-Section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely -

1. Title, commencement and applicability:-

- 1.1. These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".
- 1.2. They shall come into force with immediate effect.
- 1.3. They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

2. Objective:-

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. Definitions:- For the purposes of these Regulations:-

- 3.1. "college" means any institution, whether known as such or by any other name, which provides for a programme of study beyond 12 years of schooling for obtaining qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification.

- 3.2. "Head of the institution" means the 'Vice-Chancellor' in case of a university/deemed to be university, 'Principal' in case of a college, 'Director' in case of an institute.
- 3.3. "institution" means a higher educational institution (HEI), like a university, a college, an institute, etc. imparting higher education beyond 12 years of schooling leading to a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.
- 3.4. "Ragging" means the following:
Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
- 3.5. "Statutory/Regulatory body" means a body so constituted by a Central/ State Government legislation for setting and maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.
- 3.6. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, an institution deemed to be university under Section 3 of the UGC Act, 1956, or an institution specially empowered by an Act of Parliament to confer or grant degrees.

4. Punishable ingredients of Ragging:-

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;

- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of "Ragging".

5. Measures for prohibition of ragging at the institution level:-

- 5.1 The institution shall strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms in all institutions.
- 5.2 Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc) whether located within the campus or outside and in all means of transportation of students whether public or private.
- 5.3 The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

6 Measures for prevention of ragging at the institution level:-

6.1 Before admissions:-

- 6.1.1 The advertisement for admissions shall clearly mention that ragging is totally banned in the institution, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately (for punishments, ref. section 8 below).
- 6.1.2 The brochure of admission/instruction booklet for candidates shall print in block letters these Regulations in full (including Annexures).
- 6.1.3 The 'Prospectus' and other admission related documents shall incorporate all directions of the Supreme Court and /or the Central or State Governments as applicable, so that the candidates and their parents/ guardians are sensitized in respect of the prohibition and consequences of ragging. If the institution is an affiliating university, it shall make it mandatory for the institutions under it to compulsorily incorporate such information in their 'Prospectus'.
- 6.1.4 The application form for admission/ enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant (English version given in Annexure I, Part I), to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

- 6.1.5 The application form shall also contain a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the parent/ guardian (English version given in Annexure I, Part II), to be signed by the parent/ guardian of the applicant to the effect that he/ she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/ her ward in case the latter is found guilty of ragging and/or abetting ragging.
- 6.1.6 The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/Transfer Certificate/ Migration Certificate/ Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.
- 6.1.7 A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I (both Parts) along with his/ her application for hostel accommodation.
- 6.1.8 At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.
- 6.1.9 To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably multicolored with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
- 6.1.10 The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- 6.1.11 The institution shall identify, properly illuminate and man all vulnerable locations.
- 6.1.12 The institution shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
- 6.1.13 The institution shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, leaflets, seminars, street plays, etc.
- 6.1.14 The faculties/ departments/ units of the institution shall have induction arrangements (including those which anticipate, identify

and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

6.2 On admission:-

- 6.2.1 Every fresh student admitted to the institution shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors.
- 6.2.2 The institution through the leaflet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- 6.2.3 The leaflet mentioned above shall also inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- 6.2.4 The leaflet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- 6.2.5 The institution shall also organize joint sensitization programmes of 'freshers' and seniors.
- 6.2.6 Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

6.3 At the end of the academic year:-

- 6.3.1 At the end of every academic year the Vice-Chancellor/ Dean of Students Welfare/ Director/ Principal shall send a letter to the parents/ guardians of the students who are completing the first year informing them about the law regarding ragging and the punishments, and appealing to them to impress upon their wards to desist from indulging in ragging when they come back at the beginning of the next academic session.
- 6.3.2 At the end of every academic year the institution shall form a 'Mentoring Cell' consisting of Mentors for the succeeding academic year. There shall be as many levels or tiers of Mentors as

the number of batches in the institution, at the rate of 1 Mentor for 6 freshers and 1 Mentor of a higher level for 6 Mentors of the lower level.

6.4 Setting up of Committees and their functions:-

- 6.4.1 The Anti-Ragging Committee:- The Anti-Ragging Committee shall be headed by the Head of the institution and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.
- 6.4.2 The Anti-Ragging Squad:- The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.
- 6.4.3 Monitoring Cell on Ragging:- If the institution is an affiliating university, it shall have a Monitoring Cell on Ragging to coordinate with the institutions affiliated to it by calling for reports from the Heads of such institutions regarding the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problems faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of undertakings from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the university authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

6.5 Other measures:-

- 6.5.1 The Annexures mentioned in sub-clauses 6.1.4, 6.1.5 and 6.1.7 of these Regulations shall be furnished at the beginning of each academic year by every student, that is, by freshers as well as seniors.

- 6.5.2 The institution shall arrange for regular and periodic psychological counseling and orientation for students (for freshers separately, as well as jointly with seniors) by professional counselors during the first three months of the new academic year. This shall be done at the institution and department/ course levels. Parents and teachers shall also be involved in such sessions.
- 6.5.3 Apart from placing posters mentioned in sub-clause 6.1.9 above at strategic places, the institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.
- 6.5.4 If the institution has B.Ed. and other Teacher training programmes, these courses shall be mandated to provide for anti-ragging and the relevant human rights appreciation inputs, as well as topics on sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- 6.5.5 Wardens shall be appointed as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline, as well as the softer skills of counseling and communicating with the youth outside the class-room situations. Wardens shall be accessible at all hours and shall be provided with mobile phones. The institution shall review and suitably enhance the powers and perquisites of Wardens and authorities involved in curbing the menace of ragging.
- 6.5.6 The security personnel posted in hostels shall be under the direct control of the Wardens and assessed by them.
- 6.5.7 Private commercially managed lodges and hostels shall be registered with the local police authorities, and this shall be done necessarily on the recommendation of the Head of the institution. Local police, local administration and the institutional authorities shall ensure vigil on incidents that may come within the definition of ragging and shall be responsible for action in the event of ragging in such premises, just as they would be for incidents within the campus. Managements of such private hostels shall be responsible for not reporting cases of ragging in their premises.
- 6.5.8 The Head of the institution shall take immediate action on receipt of the recommendations of the Anti-Ragging Squad. He/ She shall also take action suo motto if the circumstances so warrant.
- 6.5.9 Freshers who do not report the incidents of ragging either as victims or as witnesses shall also be punished suitably.
- 6.5.10 Anonymous random surveys shall be conducted across the 1st year batch of freshers every fortnight during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not. The institution may design its own methodology of conducting such surveys.

- 6.5.11 The burden of proof shall lie on the perpetrator of ragging and not on the victim.
- 6.5.12 The institution shall file an FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities. Remedial action shall be initiated and completed within the one week of the incident itself.
- 6.5.13 The Migration / Transfer Certificate issued to the student by the institution shall have an entry, apart from those relating to general conduct and behaviour, whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others.
- 6.5.14 Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the institution, including faculty, and not merely that of the specific body/ committee constituted for prevention of ragging.
- 6.5.15 The Heads of institutions other than universities shall submit weekly reports to the Vice-chancellor of the university the institution is affiliated to or recognized by, during the first three months of new academic year and thereafter each month on the status of compliance with anti-ragging measures. The Vice Chancellor of each university shall submit fortnightly reports of the university, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the Chancellor.
- 6.5.16 Access to mobile phones and public phones shall be unrestricted in hostels and campuses, except in class-rooms, seminar halls, library etc. where jammers shall be installed to restrict the use of mobile phones.

6.6 Measures for encouraging healthy interaction between freshers and seniors:-

- 6.6.1 The institution shall set up appropriate committees including the course-in-charge, student advisor, Warden and some senior students to actively monitor, promote and regulate healthy interaction between the freshers and senior students.
- 6.6.2 Freshers' welcome parties shall be organized in each department by the senior students and the faculty together soon after admissions, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.
- 6.6.3 The institution shall enhance the student-faculty interaction by involving the students in all matters of the institution, except those relating to the actual processes of evaluation and of faculty appointments, so that the students shall feel that they are responsible partners in managing the

affairs of the institution and consequently the credit due to the institution for good work/ performance is due to them as well.

7. Measures at the UGC/ Statutory/ Regulatory body level:-

7.1 Regulatory measures:-

- 7.1.1 The UGC and other Statutory /Regulatory bodies shall make it mandatory for the institutions to compulsorily incorporate in their 'Prospectus' the directions of the Supreme Court and/or the Central or State Governments with regard to prohibition and consequences of ragging, and that non-compliance with the directives against ragging in any manner whatsoever shall be considered as lowering of academic standards by the erring institution making it liable for appropriate action.
- 7.1.2 The UGC (including NAAC and UGC Expert Committees visiting institutions for various purposes) and similar Committees of other Statutory/Regulatory bodies shall cross-verify that the institutions strictly comply with the requirement of getting the undertakings from the students and their parents/ guardians as envisaged under these Regulations.
- 7.1.3 The UGC and other funding bodies shall make it one of the conditions in the Utilization Certificate for sanctioning any financial assistance or aid to the institution under any of the general or special schemes that the institution has strictly complied with the anti-ragging measures and has a blemish-less record in terms of there being no incidents of ragging during the period pertaining to the Utilization Certificate.
- 7.1.4 The NAAC and other accrediting bodies shall factor in any incident of ragging in the institution while assessing the institution in different grades.

7.2 Incentives for curbing ragging:-

- 7.2.1 The UGC shall consider providing special/ additional annual financial grants-in-aid to those eligible institutions which report a blemish-less record in terms of there being no incidents of ragging.
- 7.2.2 The UGC shall also consider instituting another category of financial awards or incentives for those eligible institutions which take stringent action against those responsible for incidents of ragging.
- 7.2.3 The UGC shall lay down the necessary incentive for the post of Warden in order to attract the right type of eligible candidates, and motivate the incumbents.

7.3 Monitoring mechanism to ensure compliance:-

Apart from the monitoring mechanism built in under different sub-clauses of these Regulations, there shall also be the following monitoring mechanism:

7.3.1 The UGC shall constitute an Inter-Council Committee for prevention of Ragging consisting of representatives of the AICTE, the IITs, the NITs, the IIMs, the MCI, the DCI, the NCI, the ICAR and such other bodies which have to deal with higher education to coordinate and monitor the anti-ragging movement across the country and to make certain policy decisions. The said Committee shall meet at least twice a year in the normal course.

7.3.2 The UGC shall also have an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State level and university level Committees for effective implementation of anti-ragging measures.

8 Punishments:-

8.1 At the institution level:-

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- 8.1.1 Suspension from attending classes and academic privileges
- 8.1.2 Withholding/ withdrawing scholarship/ fellowship and other benefits
- 8.1.3 Debarring from appearing in any test/ examination or other evaluation process
- 8.1.4 Withholding results
- 8.1.5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- 8.1.6 Suspension/ expulsion from the hostel
- 8.1.7 Cancellation of admission
- 8.1.8 Rustication from the institution for period ranging from 1 to 4 semesters
- 8.1.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- 8.1.10 Fine ranging between Rupees 25,000/- and Rupees 1 lakh
- 8.1.11 Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

8.2 At the university level in respect of institutions under it:-

If an institution under a university (being constituent of, affiliated to or recognized by it) fails to comply with any of the provisions of these Regulations

and fails to curb ragging effectively, the university may impose any one or any combination of the following penalties on it:

- 8.2.1 Withdrawal of affiliation/ recognition or other privileges conferred on it
- 8.2.2 Prohibiting such institution from presenting any students then undergoing any programme of study therein for the award of any degree/diploma of the university
- 8.2.3 Withholding grants allocated to it by the university, if any
- 8.2.4 Withholding any grants channelised through the university to the institution
- 8.2.5 Any other appropriate penalty within the powers of the university.

8.3 At the appointing authority level:-

The authorities of the institution, particularly the Head of the institution, shall be responsible to ensure that no incident of ragging takes place in the institution. In case any incident of ragging takes place, the Head shall take prompt and appropriate action against the person(s) whose dereliction of duty lead to the incident. The authority designated to appoint the Head shall, in its turn, take prompt and appropriate action against the Head.

8.4 At the UGC/Statutory/Regulatory body level:-

If an institution fails to curb ragging, the UGC/Statutory/Regulatory body concerned may impose any one or any combination of the following penalties on it:

- 8.4.1 Delisting the institution from section 12B of the UGC Act or any similar provision in the Act of the Statutory/Regulatory body concerned
- 8.4.2 Withholding any grants allocated to it
- 8.4.3 Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the UGC/Statutory/ Regulatory body concerned
- 8.4.4 Declaring that the institution does not have the minimum academic standards and warning the potential candidates for admission accordingly through public notice and posting on the UGC Website/ Website of the Statutory/Regulatory body concerned.
- 8.4.5 Taking such other action within its powers as it may deem fit and impose such other penalties as provided till such time as the institution achieves the objective of curbing ragging.
- 8.4.6 Collaborating with one another to work out other possible deterrents.



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ANTI RAGGING COMMITTEE

The purpose of the anti-ragging committee is to ensure that all students have a safe and secure learning environment free from any form of physical or mental harassment. The committee aims to promote a culture of mutual respect, understanding, and cooperation, where all members of the college community can thrive without fear of bullying or intimidation.

Vision:

To create an environment where all members of the college community are treated with respect and dignity, and where all forms of ragging are unequivocally condemned and prevented.

Objectives:

1. To raise awareness among students and staff members about the negative effects of ragging and its impact on individuals and the college community.
2. To prevent any form of ragging or harassment within the college premises, including hostels, buses, and other common areas.
3. To provide a platform for students to report any incidents of ragging or harassment and ensure prompt action is taken to address them.
4. To work with relevant authorities to ensure that appropriate disciplinary action is taken against individuals found guilty of ragging or harassment.
5. To develop and implement policies and guidelines that prevents ragging and promotes a safe and healthy learning environment.

Duties and Responsibilities:

1. Creating awareness about anti-ragging measures:

The committee is responsible for creating awareness among students and staff members about the dangers of ragging and the various measures that have been put in place to prevent it.

2. Preventing ragging incidents:

The committee is responsible for ensuring that no ragging incidents take place within the college campus or any of its affiliated institutions. This involves setting up mechanisms for monitoring the college premises and taking proactive steps to prevent any potential ragging incidents.

3. Receiving and addressing complaints:

The committee is responsible for receiving complaints related to ragging and taking appropriate action in a timely manner. This includes investigating complaints thoroughly, taking disciplinary action against those found guilty of ragging, and ensuring that the complainant is not subjected to any further harassment.

4. Maintaining records:

The committee is responsible for maintaining detailed records of all complaints received and the action taken to address them. This includes maintaining a register of complaints, investigating reports of ragging, and taking appropriate action as per the guidelines issued by the University Grants Commission (UGC) and the Supreme Court of India.

5. Collaborating with law enforcement agencies:

The committee is responsible for collaborating with local law enforcement agencies to prevent ragging incidents and to ensure that those who engage in ragging are brought to justice.

6. Providing support to victims of ragging:

The committee is responsible for providing support to victims of ragging, including counselling services and other forms of assistance as needed. The committee should also ensure that victims are protected from any further harassment or retaliation.

7. Organizing awareness programs:

The committee is responsible for organizing awareness programs on anti-ragging measures for students, faculty, and staff members. These programs should educate individuals about the negative consequences of ragging and the various steps that can be taken to prevent it.

Complaint Lodging Procedure:

1. Any student who has been a victim of ragging or who has witnessed ragging can lodge a complaint with the Anti Ragging Committee.
2. The complaint can be filed online, in person, or in writing. The details of the complaint should include the name and details of the offender(s), the date, time and location of the incident, and the name and contact details of the complainant.
3. The committee will investigate the complaint and take necessary actions to prevent further ragging incidents.
4. The committee will maintain the confidentiality of the complaint and protect the complainant from any retaliation.
5. The committee will also provide support and counseling services to the complainant.

The punishment for ragging in colleges in Andhra Pradesh can be as follows:

University Grants Commission (UGC): The UGC has issued regulations that mandate strict punishments for ragging in colleges. The punishments include:

1. Suspension from the college or university.
2. Cancellation of admission.
3. Withholding or withdrawing scholarship or fellowship.
4. Debarring from appearing in any test, examination or other evaluation process.
5. Debarring from representing the college or university in any sports, events, or competitions.
6. Rustication from the college or university for a specific period.
7. Expulsion from the college or university.

Andhra Pradesh Police: The Andhra Pradesh Police has taken a tough stance against ragging and has put in place severe punishments for offenders. According to the Andhra Pradesh Prohibition of Ragging Act, 1997, the punishments include:

1. Imprisonment for up to two years.
2. Fine of up to Rs. 10,000.
3. Expulsion from the college or university.
4. Debarment from seeking admission in any other institution for a specific period.
5. Cancellation of scholarship or other benefits.

Commissionerate of College Education, Andhra Pradesh: The Commissionerate of College Education, Andhra Pradesh has issued guidelines for the prevention of ragging in colleges. According to the guidelines, the punishments for ragging can include:

1. Suspension from the college for a specific period.
2. Cancellation of admission.
3. Withholding or withdrawing scholarship or fellowship.
4. Debarring from appearing in any test, examination or other evaluation process.
5. Debarring from representing the college or university in any sports, events, or competitions.
6. Rustication from the college for a specific period.
7. Expulsion from the college.



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ACADEMIC YEAR 2017-2018

ANTI RAGGING COMMITTEE

2017-2018

Sl. No	Name	Designation	Mobile No.
1.	Dr. G. Dhanunjaya Rao, Physical Director	Convener	9490382802
2.	Kum. G. Sirisha, Lecturer in Physics	Member	8121925246
3.	Sri. M. Srinivasulu, Librarian	Member	7989369803

2017 - 2018

Academic year committees for the year 2017-2018

Present; Dr. D. Anjaneyulu Principal (FAC)

The following committees and Associations are constituted for the academic year 2017-2018 to organise curricular, co-curricular and extra-curricular activities and to provide administrative assistance to the principal.

Academic co-ordinator Mr. Smt. D. Kalyani
Tec in Maths.

Anti ragging committee constituted with the following members

Anti ragging committee:-

1. Dr. G. Dhanunjaya Rao *G. Dhanu*
Physical director
2. Kum. G. Sirisha Tec in physics. *G. Sirisha*
3. Sri. M. Srinivasulu Librarian. *M. S. M*

D. Anjaneyulu
Principal.

PRINCIPAL (FAC)
DS GOVT. DEGREE COLLEGE FOR WOMEN
ONGOLE-523 001.



D.S.GOVERNMENT DEGREE COLLEGE FOR WOMEN,
ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ACADEMIC YEAR 2018-2019

ANTI RAGGING COMMITTEE

2018-2019


Sl. No	Name	Designation	Mobile No.
1.	Dr. G. Dhanunjaya Rao, Physical Director	Convener	9490382802
2.	Sri. Ch. Venkateswarlu Lecturer in Political Science	Member	9441219375
3.	Sri. K Ravi Kumar, Lecturer in Commerce	Member	9885885173
4	Kum. G Sirisha Lecturer in Physics	Member	8121925246
5	Smt. Sk Jaheeda Office Subordinate	Member	9848454567

2018 - 2019


Anti Ragging committee has been constituted by the principal Dr. D. Anjaneyulu, D.S. Govt. Degree college for Women, Ongole for the academic year 2018-2019 with the following members.


convenor : Dr. G. Dhanunjaya Rao G. Ph.D. IAS
physical director

members : Smt. SK. Jaheda Sk. Jaheda
office subordinate.

Sri. Ch. Venkateswarlu. 
Lec. in pol. science.

Sri. K. Ravi Kumar. K. Ramesh Kumar
Lec. in commerce.

Ms. G. Sirisha 
Lec. in physics.


Principal

PRINCIPAL (EDU)
DS GOVT. DEGREE COLLEGE FOR WOMEN
ONGOLE-523 001.



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ONGOLE.523001. PRAKASAM DISTRICT. A.P.



ACADEMIC YEAR 2019-2020

ANTI RAGGING COMMITTEE

2019-2020

Sl. No	Name	Designation	Mobile No.
1.	Dr. G. Dhanunjaya Rao, Physical Director	Member	9490382802
2.	Sri. Ch. Venkateswarlu, Lecturer in Political Science	Member	9441219375
3.	Sri. K. Ravi Kumar, Lecturer in Commerce	Member	9885885173
4.	Kum. G. Sirisha, Lecturer in Physics	Member	8121925246
5.	Sri. S. Venkateswarlu, Office Subordinate	Member	9553412866

2019 - 2020

Anti Ragging committee has been constituted by the principal Dr. D. Anjaneyulu for the academic year 2019 - 2020 with the following members.

convener: Dr. B. Dharmajaya Rao. G. D. D. Rao
physical director

members: Sri. Ch. Venkateswarlu. Ch. Venkateswarlu
Lec. in pol. science.

Sri. K. Ravi Kumar. K. Ravi Kumar
Lec. in commerce

Ms. G. Srisisha. G. Srisisha
Lec. in physics

Sri. S. Venkateswarlu. S. Venkateswarlu
office subordinate

D. Anjaneyulu
principal.

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ACADEMIC YEAR 2020-2021


ANTI RAGGING COMMITTEE


2020-2021

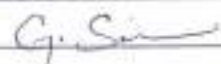
Sl. No	Name	Designation	Mobile No.
1.	Dr. G. Dhanunjaya Rao, Physical Director	Member	9490382802
2.	Sri. Ch. Venkateswarlu, Lecturer in Political Science	Member	9441219375
3.	Kum. G. Sirisha, Lecturer in Physics	Member	8121925246
4.	Sri. S. Venkateswarlu, Office Subordinate	Member	9553412866

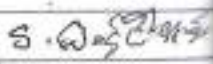
2020 - 2021

Anti Ragging committee has been constituted by the principal Dr. D. Kalyani for the academic year 2020-2021 with the following members:

CONVENOR: DR. G. DHANUNJAYA RAO 
physical Director

SRI CH. VENKATESWARLU 
Lec in pol. Science

MS. G. SRI SITA 
Lec in physics

SRI S. VENKATESWARLU 
office subordinate


principal.

PRINCIPAL (FAC)
DS GOVT. DEGREE COLLEGE FOR WOMEN
ONGOLE-523 001.



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ACADEMIC YEAR 2021-2022

ANTI RAGGING COMMITTEE

2021-2022

Sl. No	Name	Designation	Mobile No.
1.	Dr. G. Dhanunjaya Rao, Physical Director	Member	9490382802
2.	Sri. Ch. Venkateswarlu, Lecturer in Political Science	Member	9441219375
3.	Sri. M. Srinivasulu, Librarian	Member	7989369803

DS Government Degree College for Women
Anti Ragging Committee 2021-22, By the
dt: 27-10-2021.

As per the instructions of the principal,
DS Govt. Degree College for Women, Dargol the
following lecturers are appointed as mem-
bers in Anti Ragging Committee, 2021-22
to control the discipline among college
students.

Sr. No.	Name & designation of the lecturer	Signature
1.	Dr. S. Phani Kumar, Convener & In-charge Physical Director.	
2.	Dr. H. Venkateshwarlu, Member Lecturer in Political Science.	
3.	Dr. M. Srinivasulu, Member Librarian.	

Dr.

Principal

PRINCIPAL (FAC)
DS GOVT. DEGREE COLLEGE FOR WOMEN
ANGOLE-523 001.

