



## DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Premitted by Government of Telangana State  
Affiliated to Jawaharlal Nehru Technological University Hyderabad  
Aziznagar (V), Moinabad (M), R.R. Dist. 500 075 - T.S.  
Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 12-10-2018

### CONVENING ORDER 2018-2019

#### GRIEVANCES REDRESSAL COMMITTEE (FACULTY AND STAFF)

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Grievances Redressal Committee (Faculty and Staff) is constituted with the following members.


S. No	Name of the faculty	Designation	Department
1	Dr. B. Sasi Kumar	Chairman	Principal
2	Mrs. Sujatha Theodore	President	CSE
3	Dr. K.Manjula Vani	University Member	CIVIL
4	Dr. Jeya kumar	Member	EEE
5	Dr. G. Kalaimani	Member	CSE
6	Dr. Shaik Saidulu	Member	ECE
7	Dr. Touseef Humaira	Member	S&H

Frequency of Meeting: Once in a year, as and when required.

#### Functions and Responsibilities

- Grievances Redressal Committee is formed in order to keep the healthy working atmosphere and to uphold the dignity of the College by ensuring strife free atmosphere in the College.
- This Committee helps Staff to record their complaints and solve their problems related to academics, resources and personal grievances.
- Suggestion / complaint Boxes have been installed at different places in the College campus in which the staff, who want to remain anonymous, put their grievances and their suggestions for improving the academics/administration in the College.
- The person concerned can personally approach, record online or send an email to [grievances.drvrkw@gmail.com](mailto:grievances.drvrkw@gmail.com) or write an application and submit it to the convener.



  
PRINCIPAL  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.



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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 16/10/2018

**CIRCULAR**

Grievances Redressal Committee meeting will be held on 20<sup>th</sup> Oct 2018 at 10.30 A.M in the board room, DRVRKWCET for the upcoming academic year 2018-2019.

All members are required to attend.

Convenor - Grievance Cell

Mrs. Sujatha Theodore

cc to:

1. Principal - For kind information.
2. Director Administrative-For kind information.
3. All HODs & IQAC coordinator.
4. Director Administrative.



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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: - 19/10/2018

### MINUTES OF MEETING

Minutes of meeting of the Grievances Redressal Centre (Faculty and Staff) was held on 20<sup>th</sup> Oct 2018 at 10:30 AM in the Board Room, DRVRKW CET.

The following Members were present:

S. No.	Name of the faculty	Designation	Dept.	Signature
1	Dr. B. Sasi Kumar	Chairman	Principal	
2	Mrs. Sujatha Theodore	President	CSE	
3	Dr. K.Manjula Vani	University Member	CIVIL	
4	Dr. Jeya kumar	Member	EEE	
5	Dr. G. Kalaimani	Member	CSE	
6	Dr. Shaik Saidulu	Member	ECE	
7	Dr. Touseef Humaira	Member	S&H	

#### Points Discussed:

- 1) Extension of bus route from JNTUH Centre to Aziz Nagar.

The above point is thoroughly debated and forwarded to the Management.

CONVENER

(Grievances Redressal Committee)

PRINCIPAL  
Dr. VRK Womens College of Engg. & Tech  
Aziz Nagar, Moinabad, R.R. Dist.





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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 16-10-2018

### ACTION TAKEN REPORT 2018-2019

#### GRIEVANCES REDRESSAL CENTRE (FACULTY AND STAFF)

S. No.	Point	Action Taken	Status
1	Committee Meeting	Meeting was conducted on 16 <sup>th</sup> Oct 2018	Completed
2	Awareness Program on GRC)	Awareness Program Was conducted on 20 <sup>th</sup> Oct 2018	Completed

Convenor - Grievance Cell

Mrs. Sujatha Theodore



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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

DATE: 16-10-2018

**PERSPECTIVE PLAN**

**GRIEVANCES REDRESSAL COMMITTEE**

S. No.	Date of the event	Department/ Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the event	Details
1	20 <sup>th</sup> Oct 2018	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	
2	21 <sup>th</sup> Jan 2019	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	
3	11 <sup>th</sup> March 2019	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	

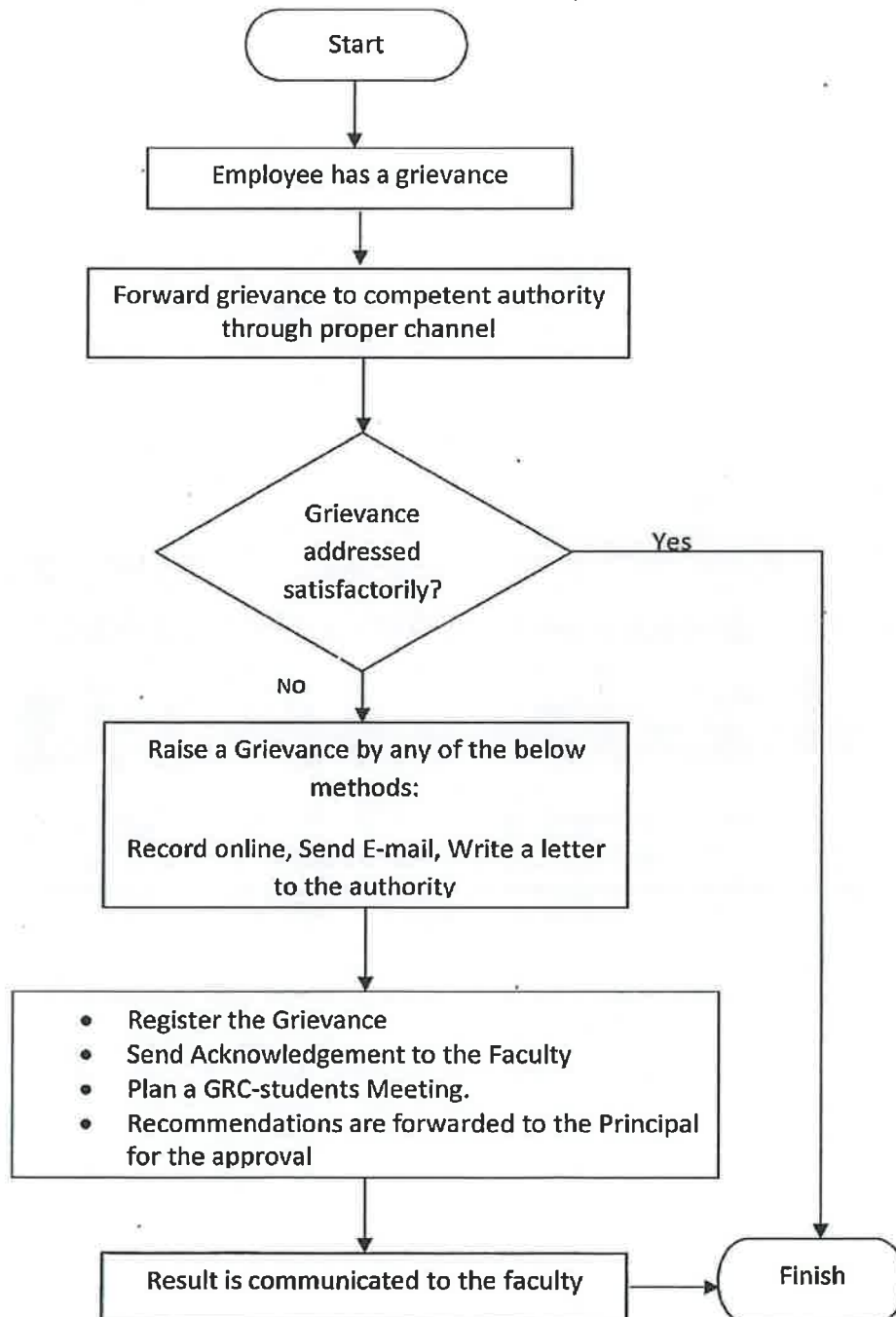


Convenor  
(Grievances Redressal Committee)

PRINCIPAL  
Dr. VRK Womens College of Engg. & Tech  
Aziz Nagar, Moinabad, R.R. Dist.

Date: 20-10-2018

FLOW CHART FOR  
GRIEVANCES REDRESSAL COMMITTEE (FACULTY AND STAFF)



Grievance convener

*[Signature]*  
PRINCIPAL  
Dr. VRK Women's College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist. 500 075



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Date: 20/10/2018

### **GRIEVANCES AND REDRESSAL COMMITTEE (FACULTY AND STAFF)**

#### **Introduction**

1. Grievances Redressal Committee - Faculty and Staff (GRC—F&S) is formed to keep the healthy working atmosphere and to uphold the dignity of the college by ensuring stress free atmosphere in the College. A committee is constituted with the following members to address the needs and requirements of solving the problems of employees of the institution.

#### **Composition**


2. The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Grievances Redressal cell (Faculty and Staff) is constituted and reviewed every year.

#### **Functions**

3. The GRC-F&S helps faculty and staff to record their complaints and solve their problems related to academics, resources and personal grievances.

#### **Procedure**

1. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must follow the procedure as under.
  - a) Forward his/her case in writing through proper channel to the competent authority.
  - b) In case the competent authority has refused redressal of his/her grievance or has delayed the matter beyond a reasonable time, the procedure to be followed is given below.
    1. Personally approach and write to any member of the Committee.
    2. Send email to [grievancesdrvrkwcet@gmail.com](mailto:grievancesdrvrkwcet@gmail.com)
    3. Write an application and submit it to the GRC-F&S convener. Only individual grievances will be accepted and no group grievances will be considered.

  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

2. The GRC-F&S will follow the process given below.
  1. Register the grievance and allot a number.
  2. Send acknowledgement of the receipt of the grievance to the faculty.
  3. Plan a GRC-F&S meeting and discuss the procedure of the solution, The solution will be as per college norms.
  4. The redressal mechanism will be forwarded to the competent authority for their concurrence / approval / rejection
  5. If the solution is accepted by the competent authority, the same will be communicated to the individual.
  6. In case, the redressal is getting delayed / rejected, the committee will meet the competent authority for reconsideration for possible viable solution to the issue.
  7. The result will be communicated to the individual and the matter is recorded as per Appendix A and the case is closed.

### Frequency of Meeting

1. The GRC-F&S will meet as and when required.

  
Convener

(Grievances Redressal Committee)



  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date:07/09/2019

## CONVENING ORDER 2019-2020

### GRIEVANCES REDRESSAL COMMITTEE (FACULTY AND STAFF)

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Grievances Redressal Committee (Faculty and Staff) is constituted with the following members.

S. No	Name of the faculty	Designation	Department
1	Dr. B. Sasi Kumar	Chairman	Principal
2	Mrs. Sujatha Theodore	President	CSE
3	Dr. K.Manjula Vani	University Member	CIVIL
4	Dr. Jeya kumar	Member	EEE
5	Dr. G. Kalaimani	Member	CSE
6	Dr. Shaik Saidulu	Member	ECE
7	Dr. Touseef Humaira	Member	S&H

Frequency of Meeting: Once in a year, as and when required.

### Functions and Responsibilities

- Grievances Redressal Committee is formed in order to keep the healthy working atmosphere and to uphold the dignity of the College by ensuring strife free atmosphere in the College.
- This Committee helps Staff to record their complaints and solve their problems related to academics, resources and personal grievances.
- Suggestion / complaint Boxes have been installed at different places in the College campus in which the staff, who want to remain anonymous, put their grievances and their suggestions for improving the academics/administration in the College.
- The person concerned can personally approach, record online or send an email to [grievances.drvrkw@gmail.com](mailto:grievances.drvrkw@gmail.com) or write an application and submit it to the convener.



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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 05/09/2019

### CIRCULAR

Grievances Redressal Committee meeting will be held on 10<sup>th</sup> Sept 2019 at 10.30 A.M in the board room, DRVRKWCET for the upcoming academic year 2019-2020.

All members are required to attend.

Convenor, Grievance Cell  
Mrs. Sujatha Theodore



cc to:

1. Principal - For kind information.
2. Director Administrative-For kind information.
3. All HODs & IQAC coordinator.
4. Director Administrative.

  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 09/09/2019

### MINUTES OF MEETING

Minutes of meeting of the Grievances Redressal Centre (Faculty and Staff) was held on 10<sup>th</sup> Sept 2019 at 10:30 AM in the Board Room, DRVRKW CET.

The following Members were present:

S. No.	Name of the faculty	Designation	Dept.	Signature
1	Dr. B. Sasi Kumar	Chairman	Principal	
2	Mrs. Sujatha Theodore	President	CSE	
3	Dr. K. Manjula Vani	University Member	CIVIL	
4	Dr. Jeya kumar	Member	EEE	
5	Dr. G. Kalaimani	Member	CSE	
6	Dr. Shaik Saidulu	Member	ECE	
7	Dr. Touseef Humaira	Member	S&H	

#### Points Discussed:

- 1) Review and revision of detailed procedure of GRC (F&S)
- 2) One complaint from faculty received on the enhancement of academics have been discussed. It is decided that significant improvement should be brought out in the enhancement of academics.

The procedure is discussed in detail and revised. The revised procedure is forwarded to the Management for approval.



CONVENER

(Grievances Redressal Committee)

PRINCIPAL

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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 10-09-2019

**ACTION TAKEN REPORT 2019-2020**

**GRIEVANCES REDRESSAL CENTRE (FACULTY AND STAFF)**

S. No.	Point	Action Taken	Status
1	Committee Meeting	Meeting was conducted on 05 <sup>th</sup> Sept 2019	Completed
2	Awareness Program on GRC)	Awareness Program Was conducted on 10 <sup>th</sup> Sept 2019	Completed



  
Convener

  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech  
Aziz Nagar, Molnabad, R.R. Dist.



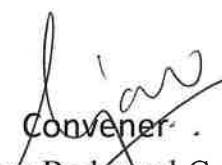
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 10-09-2019

**PERSPECTIVE PLAN  
GRIEVANCES REDRESSAL COMMITTEE**

S. NO.	Date of the event	Department/ Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the event	Details
1	10 <sup>th</sup> Sept 2019	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	
2	16 <sup>th</sup> Nov 2019	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	
3	18 <sup>th</sup> Jan 2020	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	

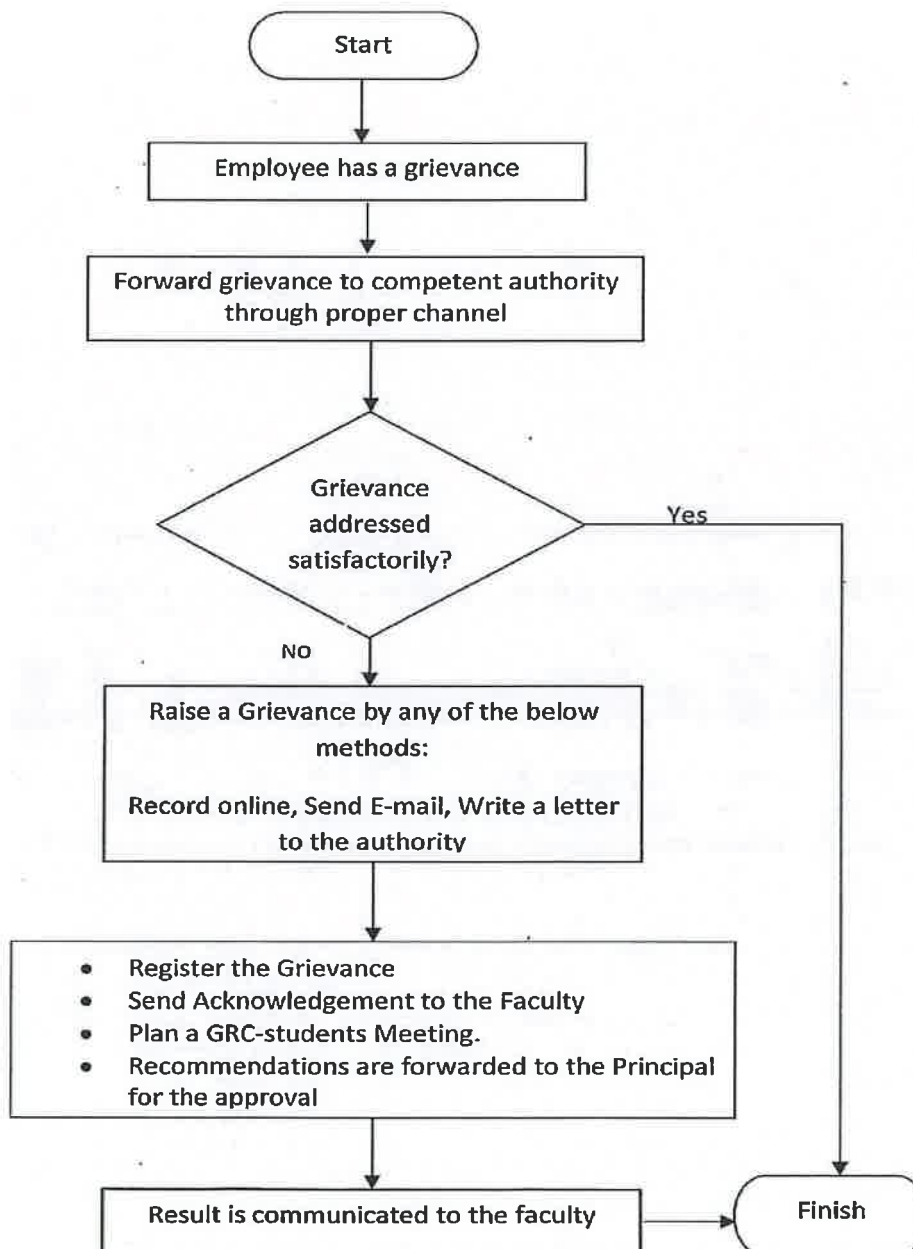
  
Convener  
(Grievances Redressal Committee)




  
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Date: 10/09/2019

FLOW CHART FOR  
GRIEVANCES REDRESSAL COMMITTEE (FACULTY AND STAFF)



  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech  
Aziz Nagar, Moinabad, R.R. Dist.  
Grievance convener





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Date: 10-9-2019

### **GRIEVANCES AND REDRESSAL COMMITTEE (FACULTY AND STAFF)**

#### **Introduction**

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#### **Composition**


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### Frequency of Meeting

1. The GRC-F&S will meet as and when required.



  
Convener  
(Grievances Redressal Committee)

  
PRINCIPAL  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 22/11/2020

### CONVENING ORDER 2020-2021

#### GRIEVANCES REDRESSAL COMMITTEE (FACULTY AND STAFF)

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5	Dr. G. Kalaimani	Member	CSE
6	Dr. Shaik Saidulu	Member	ECE
7	Dr. Touseef Humaira	Member	S&H

Frequency of Meeting: Once in a year, as and when required.

#### Functions and Responsibilities

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- This Committee helps Staff to record their complaints and solve their problems related to academics, resources and personal grievances.
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 20/11/2020

### **CIRCULAR**

Grievances Redressal Committee meeting will be held on 24<sup>th</sup> Nov 2020 at 10.30 A.M in the board room, DRVRKW CET for the upcoming academic year 2020-2021


All members are required to attend.



Convenor - Grievance Cell  
Mrs. Sujatha Theodore

cc to:

1. Principal - For kind information.
2. Director Administrative-For kind information.
3. All HODs & IQAC coordinator.
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Website : www.drvrkwomenscollege.com

Date: 21/11/2020

### MINUTES OF MEETING

Minutes of meeting of the Grievances Redressal Centre (Faculty and Staff) was held on 24<sup>th</sup> Nov 2020 at 10:30 AM in the Board Room, DRVRKWCET.

The following Members were present:

S. No.	Name of the faculty	Designation	Dept.	Signature
1	Dr. B. Sasi Kumar	Chairman	Principal	
2	Mrs. Sujatha Theodore	President	CSE	
3	Dr. K.Manjula Vani	University Member	CIVIL	
4	Dr. Jeya kumar	Member	EEE	
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6	Dr. Shaik Saidulu	Member	ECE	
7	Dr. Touseef Humaira	Member	S&H	

#### Points Discussed:

- The committee review the standard operation procedure to redress the grievances of the faculty and staff and approved the sop.
- The committee discussed the awareness session to be conducted in the month of Nov 2020 and coordinated various administrative arrangements.
- As there are no grievances from the faculty and staff, the meeting is declared closed.



CONVENER

(Grievances Redressal Committee)

PRINCIPAL

Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Molnabad, R.R. Dist.





# DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Permitted by Government of Telangana State  
Affiliated to Jawaharlal Nehru Technological University Hyderabad  
Aziznagar (V), Moinsabad (M), R.R. Dist. 500 075 - T.S.  
Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 24-09-2020

## ACTION TAKEN REPORT 2020-2021

### GRIEVANCES REDRESSAL CENTRE (FACULTY AND STAFF)

S. No.	Point	Action Taken	Status
1	Committee Meeting	Meeting was conducted on 15 <sup>th</sup> sept 2020	Completed
2	Awareness Program on GRC)	Awareness Program Was conducted on 24 <sup>th</sup> Sept 2020	Completed



  
Convener  
(Grievances Redressal Committee)

  
PRINCIPAL  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinsabad, R.R. Dist.



**DR. V.R.K WOMEN'S COLLEGE  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 24-11-2020

**PERSPECTIVE PLAN  
GRIEVANCES REDRESSAL COMMITTEE**

S. NO.	Date of the event	Department/ Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the event	Details
1	24 <sup>th</sup> Nov 2020	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	
2	15 <sup>th</sup> Feb 2021	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	
3	19 <sup>th</sup> April 2021	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	



  
Convener  
(Grievances Redressal Committee)

  
PRINCIPAL  
Dr. VRK Womens College of Engg. & Tech  
Aziz Nagar, Moinabad, R.R. Dist.

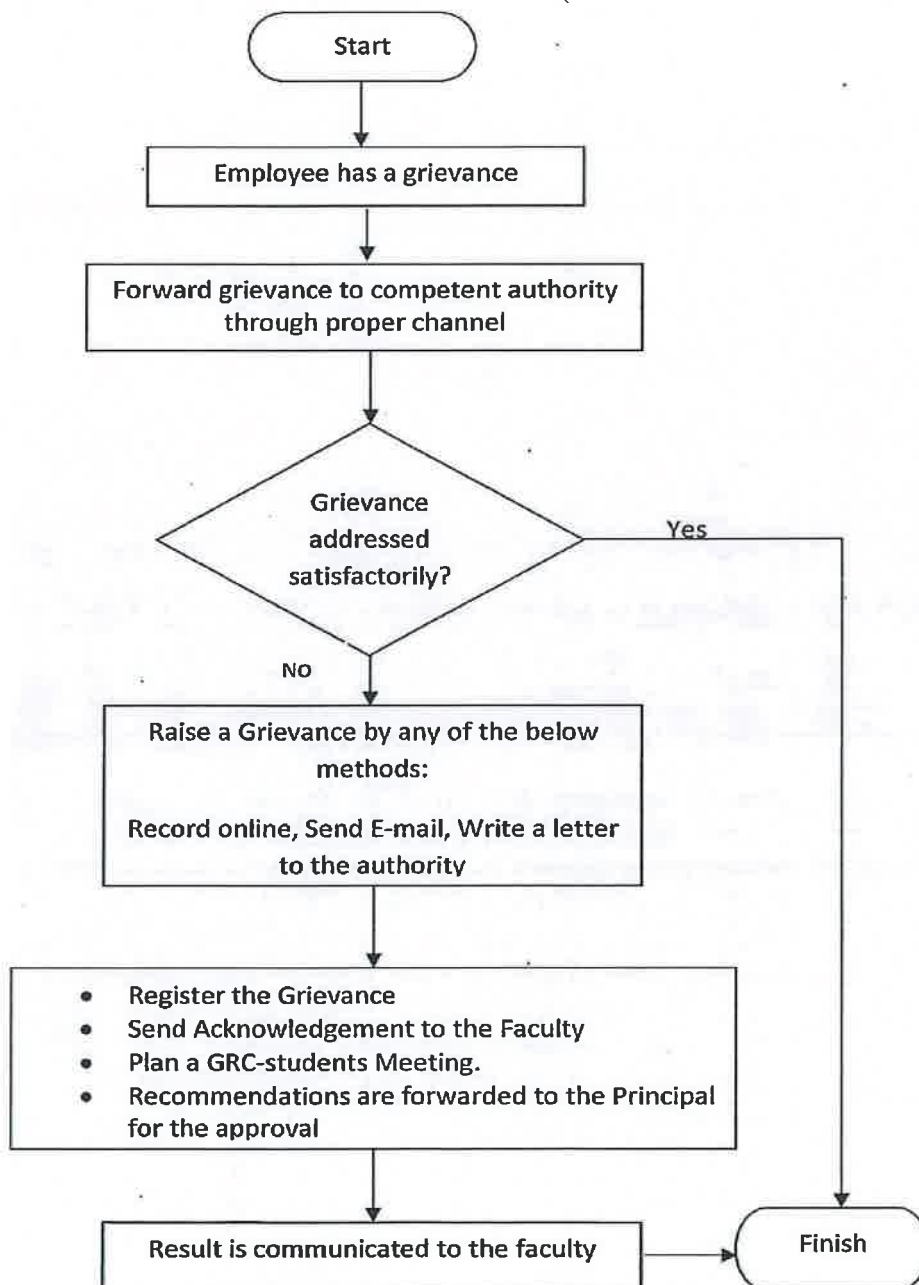


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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date:24/11/2020

## FLOW CHART FOR GRIEVANCES REDRESSAL COMMITTEE (FACULTY AND STAFF)



Grievance convener

Dr. V.R.K. Women's College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.



## **DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY**

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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 24-11-2020

### **GRIEVANCES AND REDRESSAL COMMITTEE (FACULTY AND STAFF)**

#### **Introduction**

1. Grievances Redressal Committee - Faculty and Staff (GRC—F&S) is formed to keep the healthy working atmosphere and to uphold the dignity of the college by ensuring stress free atmosphere in the College. A committee is constituted with the following members to address the needs and requirements of solving the problems of employees of the institution.

#### **Composition**

2. The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Grievances Redressal cell (Faculty and Staff) is constituted and reviewed every year.

#### **Functions**

3. The GRC-F&S helps faculty and staff to record their complaints and solve their problems related to academics, resources and personal grievances.

#### **Procedure**

1. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must follow the procedure as under.
  - a) Forward his/her case in writing through proper channel to the competent authority.
  - b) In case the competent authority has refused redressal of his/her grievance or has delayed the matter beyond a reasonable time, the procedure to be followed is given below.
    1. Personally approach and write to any member of the Committee.
    2. Send email to [grievancesdrvrkwcet@gmail.com](mailto:grievancesdrvrkwcet@gmail.com)
    3. Write an application and submit it to the GRC-F&S convener. Only individual grievances will be accepted and no group grievances will be considered.

  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.



## DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

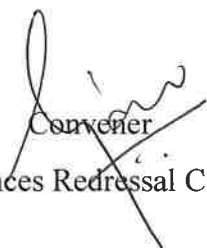
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

2. The GRC-F&S will follow the process given below.
  1. Register the grievance and allot a number.
  2. Send acknowledgement of the receipt of the grievance to the faculty.
  3. Plan a GRC-F&S meeting and discuss the procedure of the solution, The solution will be as per college norms.
  4. The redressal mechanism will be forwarded to the competent authority for their concurrence / approval / rejection
  5. If the solution is accepted by the competent authority, the same will be communicated to the individual.
  6. In case, the redressal is getting delayed / rejected, the committee will meet the competent authority for reconsideration for possible viable solution to the issue.
  7. The result will be communicated to the individual and the matter is recorded as per Appendix A and the case is closed.

### Frequency of Meeting

1. The GRC-F&S will meet as and when required.



  
Convener  
(Grievances Redressal Committee)

  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech  
Aziz Nagar, Moinabad, R.R. Dist.





## DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 12-11-2021

### CONVENING ORDER 2021-2022

#### GRIEVANCES REDRESSAL COMMITTEE (FACULTY AND STAFF)

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Grievances Redressal Committee (Faculty and Staff) is constituted with the following members.

S. No	Name of the faculty	Designation	Department
1	Dr. B. Sasi Kumar	Chairman	Principal
2	Mrs. Sujatha Theodore	President	CSE
3	Dr. K.Manjula Vani	University Member	CIVIL
4	Dr. Jeya kumar	Member	EEE
5	Dr. G. Kalaimani	Member	CSE
6	Dr. Shaik Saidulu	Member	ECE
7	Dr. Touseef Humaira	Member	S&H

Frequency of Meeting: Once in a year, as and when required.

#### Functions and Responsibilities

- Grievances Redressal Committee is formed in order to keep the healthy working atmosphere and to uphold the dignity of the College by ensuring strife free atmosphere in the College.
- This Committee helps Staff to record their complaints and solve their problems related to academics, resources and personal grievances.
- Suggestion / complaint Boxes have been installed at different places in the College campus in which the staff, who want to remain anonymous, put their grievances and their suggestions for improving the academics/administration in the College.
- The person concerned can personally approach, record online or send an email to [grievances.drvrkw@gmail.com](mailto:grievances.drvrkw@gmail.com) or write an application and submit it to the convener.



PRINCIPAL  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.



## **DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY**

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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 15/11/2021

### **CIRCULAR**

Grievances Redressal Committee meeting will be held on 18<sup>th</sup> Nov 2021 at 10:30 A.M in the board room, DRVRKWCET for the upcoming academic year 2021-2022.

All members are required to attend.



Convenor - Grievance Cell  
Mrs. Sujatha Theodore

cc to:

1. Principal - For kind information.
2. Director Administrative-For kind information.
3. All HODs & IQAC coordinator.
4. Director Administrative.

  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.



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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 17-11-2021

### MINUTES OF MEETING

Minutes of meeting of the Grievances Redressal Centre (Faculty and Staff) was held on 18<sup>th</sup> Nov 2021 at 10:30 AM in the Board Room, DRVRKWCET.

The following Members were present:

S. No.	Name of the faculty	Designation	Dept.	Signature
1	Dr. B. Sasi Kumar	Chairman	Principal	
2	Mrs. Sujatha Theodore	President	CSE	
3	Dr. K.Manjula Vani	University Member	CIVIL	
4	Dr. Jeya kumar	Member	EEE	
5	Dr. G. Kalaimani	Member	CSE	
6	Dr. Shaik Saidulu	Member	ECE	
7	Dr. Touseef Humaira	Member	S&H	

#### Points Discussed:

1. Provision of curtains in the faculty room.
2. Replacement of faulty cell phone.

The above point are recommended and forwarded to the Management.



CONVENER  
(Grievances Redressal Committee)

PRINCIPAL  
Dr. VRK Womens College of Engg. & Tech  
Aziz Nagar, Moinabad, R.R. Dist.



## DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 18-11-2021

### ACTION TAKEN REPORT 2021-2022

#### GRIEVANCES REDRESSAL CENTRE (FACULTY AND STAFF)

S. No.	Point	Action Taken	Status
1	Committee Meeting	Meeting was conducted on 8 <sup>th</sup> Nov 2021	Completed
2	Awareness Program on GRC)	Awareness Program Was conducted on 18 <sup>th</sup> Nov 2021	Completed



Convenor - Grievance Cell  
Mrs. Sujatha Theodore

  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.



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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 18-11-2021

**PERSPECTIVE PLAN  
GRIEVANCES REDRESSAL COMMITTEE**

S. NO.	Date of the event	Department/ Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the event	Details
1	18 <sup>th</sup> Nov 2021	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	
2	17 <sup>th</sup> Jan 2022	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	
3	21 <sup>th</sup> Nov 2022	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	



  
Convener  
(Grievances Redressal Committee)

  
PRINCIPAL  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Molnabad, R.R. Dist.



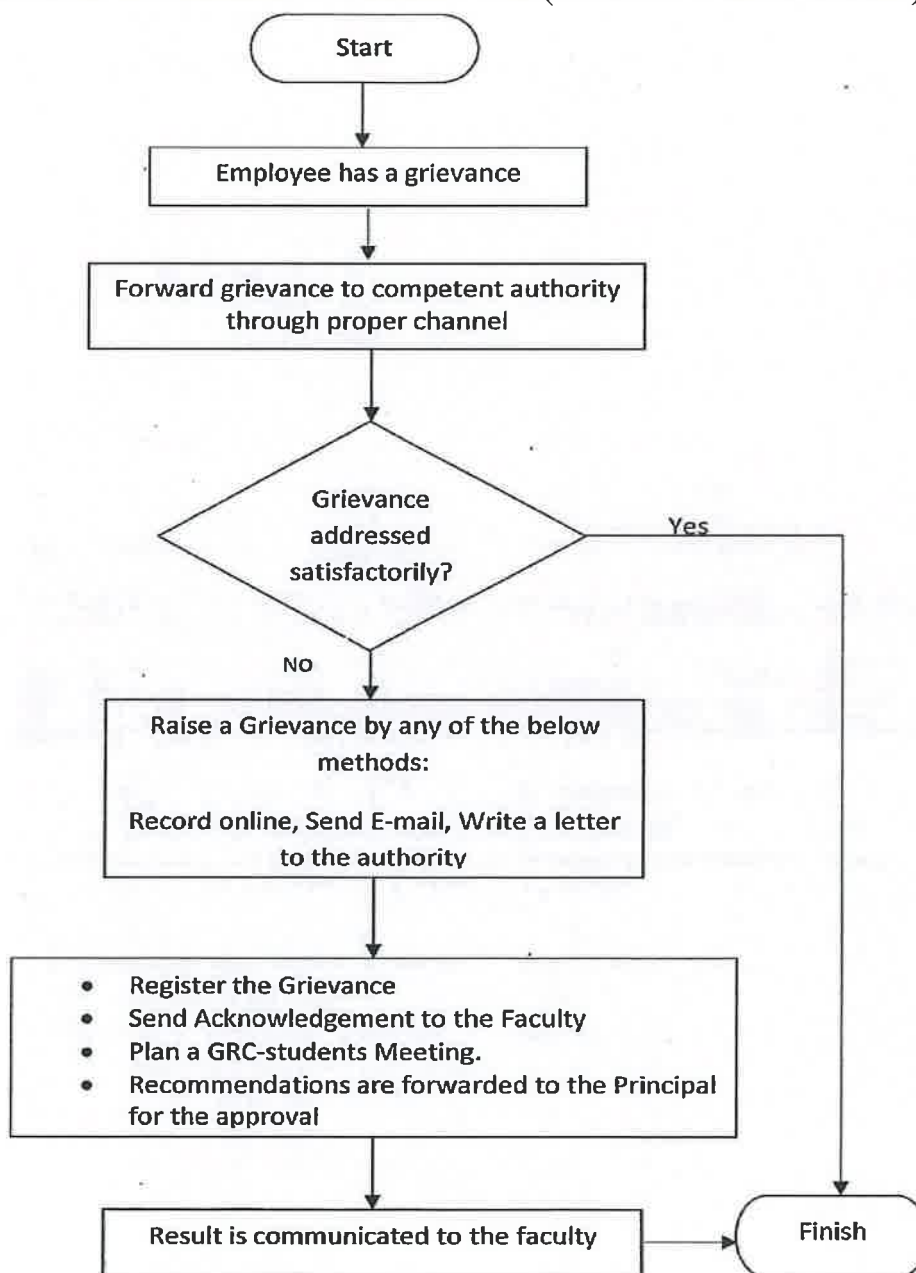


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Date:18/11/2021

### FLOW CHART FOR GRIEVANCES REDRESSAL COMMITTEE (FACULTY AND STAFF)



CONVENER

(Grievances Redressal Committee)

Principal  
Dr. VRK Womens College of Engg. & Tech.  
Moinabad, R.R. Dist.



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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 18-11-2021

### **GRIEVANCES AND REDRESSAL COMMITTEE (FACULTY AND STAFF)**

#### **Introduction**

1. Grievances Redressal Committee - Faculty and Staff (GRC—F&S) is formed to keep the healthy working atmosphere and to uphold the dignity of the college by ensuring stress free atmosphere in the College. A committee is constituted with the following members to address the needs and requirements of solving the problems of employees of the institution.

#### **Composition**

2. The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Grievances Redressal cell (Faculty and Staff) is constituted and reviewed every year.

#### **Functions**

3. The GRC-F&S helps faculty and staff to record their complaints and solve their problems related to academics, resources and personal grievances.

#### **Procedure**

1. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must follow the procedure as under.
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  - b) In case the competent authority has refused redressal of his/her grievance or has delayed the matter beyond a reasonable time, the procedure to be followed is given below.
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    2. Send email to [grievancesdrvrkwcet@gmail.com](mailto:grievancesdrvrkwcet@gmail.com)
    3. Write an application and submit it to the GRC-F&S convener. Only individual grievances will be accepted and no group grievances will be considered.

  
**PRINCIPAL**  
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Aziz Nagar, Moinabad, R.R. Dist.



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2. The GRC-F&S will follow the process given below.
  1. Register the grievance and allot a number.
  2. Send acknowledgement of the receipt of the grievance to the faculty.
  3. Plan a GRC-F&S meeting and discuss the procedure of the solution, The solution will be as per college norms.
  4. The redressal mechanism will be forwarded to the competent authority for their concurrence / approval / rejection
  5. If the solution is accepted by the competent authority, the same will be communicated to the individual.
  6. In case, the redressal is getting delayed / rejected, the committee will meet the competent authority for reconsideration for possible viable solution to the issue.
  7. The result will be communicated to the individual and the matter is recorded as per Appendix A and the case is closed.


### Frequency of Meeting

1. The GRC-F&S will meet as and when required.



Convenor

(Grievances Redressal Committee)

  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.



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Date: 02-11-2022

### CONVENING ORDER 2022-2023

#### GRIEVANCES REDRESSAL COMMITTEE (FACULTY AND STAFF)

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Grievances Redressal Committee (Faculty and Staff) is constituted with the following members.

S. No	Name of the faculty	Designation	Department
1	Dr. B. Sasi Kumar	Chairman	Principal
2	Mrs. Sujatha Theodore	President	CSE
3	Dr. K.Manjula Vani	University Member	CIVIL
4	Dr. Jeya kumar	Member	EEE
5	Dr. G. Kalaimani	Member	CSE
6	Dr. Shaik Saidulu	Member	ECE
7	Dr. Touseef Humaira	Member	S&H

Frequency of Meeting: Once in a year, as and when required.

#### Functions and Responsibilities

- Grievances Redressal Committee is formed in order to keep the healthy working atmosphere and to uphold the dignity of the College by ensuring strife free atmosphere in the College.
- This Committee helps Staff to record their complaints and solve their problems related to academics, resources and personal grievances.
- Suggestion / complaint Boxes have been installed at different places in the College campus in which the staff, who want to remain anonymous, put their grievances and their suggestions for improving the academics/administration in the College.
- The person concerned can personally approach, record online or send an email to [grievances.drvrkw@gmail.com](mailto:grievances.drvrkw@gmail.com) or write an application and submit it to the convener.



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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 04/11/2022

### CIRCULAR

Grievances Redressal Committee meeting will be held on 10<sup>th</sup> Nov 2022 at 10:30 A.M in the board room, DRVRKWCET for the upcoming academic year 2022-2023.

All members are required to attend.



Convenor - Grievance Cell  
Mrs. Sujatha Theodore

cc to:

1. Principal - For kind information.
2. Director Administrative-For kind information.
3. All HODs & IQAC coordinator.
4. Director Administrative.

  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinsabad, R.R. Dist.





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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 10/11/2022

## MINUTES OF MEETING

Minutes of meeting of the Grievances Redressal Centre (Faculty and Staff) was held on 10<sup>th</sup> Nov 2022 at 10:30 AM in the Board Room, DRVRKW CET.

The following Members were present:

S. No.	Name of the faculty	Designation	Dept.	Signature
1	Dr. B. Sasi Kumar	Chairman	Principal	
2	Mrs. Sujatha Theodore	President	CSE	
3	Dr. K.Manjula Vani	University Member	CIVIL	
4	Dr. Jeya kumar	Member	EEE	
5	Dr. G. Kalaimani	Member	CSE	
6	Dr. Shaik Saidulu	Member	ECE	
7	Dr. Touseef Humaira	Member	S&H	

### Points Discussed:

- The committee review the standard operation procedure to redress the grievances of the faculty and staff and approved the sop.
- The committee discussed the awareness session to be conducted in the month of Nov 2022 and coordinated various administrative arrangements.

As there are no grievances from the faculty and staff, the meeting is declared closed.



CONVENER

(Grievances Redressal Committee)

PRINCIPAL  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.



**DR. V.R.K WOMEN'S COLLEGE  
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Date: 10-11-2022

**ACTION TAKEN REPORT 2022-2023**

**GRIEVANCES REDRESSAL CENTRE (FACULTY AND STAFF)**

S. No.	Point	Action Taken	Status
1	Committee Meeting	Meeting was conducted on 4 <sup>th</sup> Nov 2022	Completed
2	Awareness Program on GRC)	Awareness Program Was conducted on 10 <sup>th</sup> Nov 2022	Completed



  
Convener  
(Grievances Redressal Committee)

  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinebad, R.R. Dist.



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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 10-11-2022

## PERSPECTIVE PLAN GRIEVANCES REDRESSAL COMMITTEE

S. NO.	Date of the event	Department/Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the event	Details
1	10 <sup>th</sup> Nov 2022	Grievances Redressal Committee	Committee Meeting	Minutes should include 1. Review of previous MOM 2. Decisions taken for the working atmosphere	Nil	
2	09 <sup>th</sup> Jan 2023	Grievances Redressal Committee	Committee Meeting	Minutes should include 3. Review of previous MOM 4. Decisions taken for the working atmosphere	Nil	
3	26 <sup>th</sup> March 2023	Grievances Redressal Committee	Committee Meeting	Minutes should include 5. Review of previous MOM 6. Decisions taken for the working atmosphere	Nil	



  
Convener  
(Grievances Redressal Committee)

  
PRINCIPAL  
Dr. VRK Womens College of Engg. & Tech  
Aziz Nagar, Moinabad, R.R. Dist.

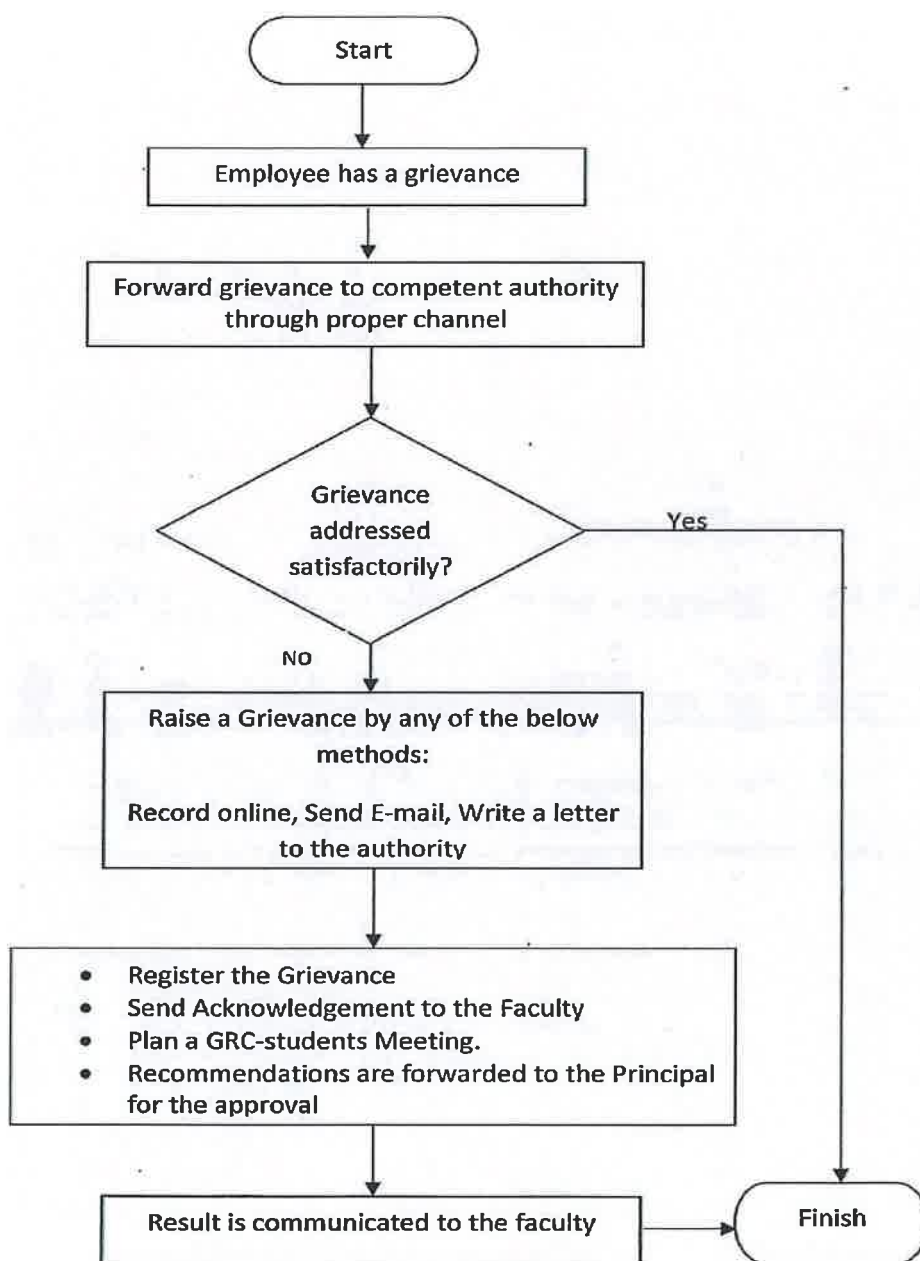


# DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Affiliated to Jawahar Lal Nehru Technological University Hyderabad  
Aziznagar (V), Moinsabad (M), R.R. Dist. 500 075 - T.S.  
Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 04/11/2022

## FLOW CHART FOR GRIEVANCES REDRESSAL COMMITTEE (FACULTY AND STAFF)



*[Signature]*  
Convenor  
(Grievances Redressal Committee)

*[Signature]*  
PRINCIPAL  
Dr. VRK Women's College of Engg. & Tech.  
Aziznagar, Moinsabad, R.R. Dist.



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Date: 10-11-2022

### **GRIEVANCES AND REDRESSAL COMMITTEE (FACULTY AND STAFF)**

#### **Introduction**

1. Grievances Redressal Committee - Faculty and Staff (GRC—F&S) is formed to keep the healthy working atmosphere and to uphold the dignity of the college by ensuring stress free atmosphere in the College. A committee is constituted with the following members to address the needs and requirements of solving the problems of employees of the institution.

#### **Composition**

2. The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Grievances Redressal cell (Faculty and Staff) is constituted and reviewed every year.

#### **Functions**

3. The GRC-F&S helps faculty and staff to record their complaints and solve their problems related to academics, resources and personal grievances.

#### **Procedure**

1. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must follow the procedure as under.
  - a) Forward his/her case in writing through proper channel to the competent authority.
  - b) In case the competent authority has refused redressal of his/her grievance or has delayed the matter beyond a reasonable time, the procedure to be followed is given below.
    1. Personally approach and write to any member of the Committee.
    2. Send email to [grievancesdrvrkwcet@gmail.com](mailto:grievancesdrvrkwcet@gmail.com)
    3. Write an application and submit it to the GRC-F&S convener. Only individual grievances will be accepted and no group grievances will be considered.

  
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2. The GRC-F&S will follow the process given below.
  1. Register the grievance and allot a number.
  2. Send acknowledgement of the receipt of the grievance to the faculty.
  3. Plan a GRC-F&S meeting and discuss the procedure of the solution, The solution will be as per college norms.
  4. The redressal mechanism will be forwarded to the competent authority for their concurrence / approval / rejection
  5. If the solution is accepted by the competent authority, the same will be communicated to the individual.
  6. In case, the redressal is getting delayed / rejected, the committee will meet the competent authority for reconsideration for possible viable solution to the issue.
  7. The result will be communicated to the individual and the matter is recorded as per Appendix A and the case is closed.

### Frequency of Meeting

1. The GRC-F&S will meet as and when required.



  
Convener  
(Grievances Redressal Committee)

  
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Aziz Nagar, Moinehad, R.R. Dist

HOME ABOUT US ADMISSIONS ACADEMICS DEPARTMENTS FACILITIES EVENTS NAAC IQAC DOWNLOADS CONTACT

VISION, MISSION, QUALITY POLICY  
ABOUT THE SOCIETY & THE COLLEGE  
GOVERNING COUNCIL  
ORGANIZATION CHART  
SERVICE RULES  
COMPLAINT REGISTRATION

### Complaint Registration

Name (Required) Email Address (Required)


Message (Required)

CAPTCHA

☐ I'm not a robot

Online complaint facility of Dr. V.R.K. Women's College of Engineering and Technology

And link of the same [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

  
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DATE: 14-09-2018

### ANTI-RAGGING COMMITTEE

This is to inform all the teaching staff and non-teaching staff that keeping in the view of making our college an Anti-Ragging zone, the following faculty members are formed a team of Anti-Ragging committee of Dr. V.R.K. Women's College of Engineering and Technology for the academic year 2018-2019.

S.No	Name of the faculty	Designation	Department
1	Dr.Touseef Humaira	Convenor	HOD, H&S
2	Dr.B.Sasi Kumar	Member	Principal,CSE
3	Dr.G.Kalaimani	Member	HOD,CSE
4	Mrs. Asra Jabeen	Member	English
5	Dr.Lakshmi Prava Muddada	Member	Physics
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.

### FUNCTIONS AND RESPONSIBILITIES:

- \*Committee should take steps and allot duties to all the staff members in almost all areas in the college (i.e. Canteen, parking places, play grounds etc) and ensure that at least one faculty member is present at any particular time all the locations to avoid ragging activities
- \*Committee should take precautions to avoid ragging activities at other locations like bus stops, play grounds, should give instructions to appoint student volunteers and secret informers at various boarding points.
- \*Wide canvassing about anti-ragging, should be done in the form of flexes, posters and Boards in college premises and surrounding areas where there is a chance of ragging.
- \*Grievances & Redressal committee should be made a part of these anti-ragging activities.



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**Date: 17-09-2018**

### **Circular**

The Anti ragging committee meeting will be conducted on 20<sup>th</sup> Sep 2018 at 11.00AM at HOD'S cabin, CSE Department, DRVRKWCET for the upcoming academic year 2018-19.

ALL The faculty members are required to attend the meeting.



Convenor Anti Ragging Cell

cc to:

1. Principal - For kind information.
2. Director Administrative-For kind information.
3. All HODs & IQAC coordinator.
4. Director Administrative.



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Date:17-09-2018

### Anti-Ragging Committee

S.NO	Name of Faculty	Designation	Dept
1	Dr. Touseef Humaira	Convener	HOD,H&S
2	Dr.B.Sasi Kumar	Member	Principal ,CSE
3	Dr.G.Kalaimani	Member	HOD,CSE
4	Mrs.Asra Jabeen	Member	English
5	Dr.Lakshmi Prava Muddada	Member	Physics
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.

The Anti-ragging committee is constituted to ensure that the students do not indulge in anti-ragging activities

For any Suggestions or complaints, feel free to contact any of the committee members or send an email to the official email id given below.

[antiraggingdrvrkwcet@gmail.com](mailto:antiraggingdrvrkwcet@gmail.com)



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Date: 20.09.2018


### Anti-Ragging Committee

S.NO	Name of Faculty	Designation	Dept	Mobile Numbers
1	Dr.Touseef Humaira	Convener	HOD ,H&S	9908850237
2	Dr.B.Sasi Kumar	Member	Principal &CSE	9884939294
3	Dr.G.Kalaimani	Member	HOD,CSE	9600779052
4	Mrs. Asra Jabeen	Member	English	9032452167
5	Dr.Lakshmi Prava Muddada	Member	Physics	9440765594
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.	9490617188

  
(Convener)

Anti-Ragging Committee



  
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Date: 20-09-2018

### Anti-Ragging Committee

#### Minutes of the Meeting held on 20-09-2018.

The minutes of meeting was conducted on 20-09-2018 at 11.00am at HOD'S cabin, CSE Department. The following faculty members have attended the meeting.

S.NO	Name of Faculty	Designation	Dept	Signature
1	Dr. Touseef Humaira	Convener	HOD,S&H	
2	Dr. B. Sasi Kumar	Member	Principal & CSE	
3	Dr. G. Kalaimani	Member	Administration	
4	Mrs. Asra Jabeen	Member	English	
5	Dr. Lakshmi Prava Muddada	Member	Physics	
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.	

1. Anti-Ragging committee was formed with senior staff members of the college. The members have been selected all the departments.
2. The phone numbers of the committee to be displayed across all the departments for student's convenience.
3. Phone numbers of principal, all department heads, management members and local police to be displayed across the college for student's convenience.
4. An exclusive block is provided for the I Year students to curb the fear of ragging.

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5. The college maintains separate lunch timings i.e. 12.00 P.M-12.50 P.M for 1 years and 12.10 P.M- 1.00 P.M for the II, III, and IV year students.
6. A special meeting to be conducted for senior students with the local police personnel to remind them of the repercussions of ragging.
7. Anti-ragging instructions and banners to be displayed at prominent places in the college to create awareness among the students regarding the punishments which would be levied if found guilty.
8. The Committee performs surprise checks in probable areas of ragging such as the bus parking area and at the Canteen Premises
9. Students who come by college transport are taken special care by marking separate seats for juniors in the front, Faculty in the middle and seniors at the end.
10. Every college bus has a faculty in charge who supervise the students
11. Faculty members are deployed during lunch hours, early morning hours and after college hours to avoid any sort of gathering by students.
12. Special care should be taken for the I year students initially to avoid any kind of Ragging.



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Date: 20-09-2019

### ACTION TAKEN REPORT

A.Y 2018-2019

The anti-Ragging committee meeting was held on 20-09-2019 at the Department of Science and Humanities. The following points were noted and the actions were implemented as follows

S.NO.	POINTS	ACTION TAKEN	STATUS
1	To keep faculties phone numbers handy in times of serious need	The anti-ragging committee set up phone numbers of all staff members who are in the grievance cell to assist them with their complaints	Solved
2	To introduce the Anti-ragging committee in each and every block in the campus	Anti-ragging Committees were set up in all the college blocks to curb the issue if arise	Solved



*[Signature]*  
(Convener)

Anti-Ragging Committee

#### Copy to:

1. Principal for kind information
2. The Management for kind information
3. All HODS, IQAC

*[Signature]*  
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### **Standard Operating Procedure If Involved in Ragging**

#### **Sub:Prevention and prohibition of Ragging**

**F.No.37-3/Legal/AICTE/2009-** In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, here by makes the following Regulations:-

#### **1. Short title and commencement:-**

(I) Prevention and prohibition of Ragging in Technical Institutions.

#### **2. Objectives:-**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.



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### 3. Definitions:-

#### a) Academic year:

**Academic year** means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.

#### b) Fresher:

**"Fresher"** means a student, who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

c) Words and expressions used and not defined here in but defined in the Act or in the General clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be.

d) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

### 4.What constitutes Ragging: -Ragging constitutes one or more o any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.



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- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **5. Measures for prevention of ragging:-**

It shall be mandatory for every technical institution to take following measures for prevention of ragging.

1. The advertisement issued for admission by the institution shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should 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.
3. Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the institution and extend necessary help.



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4. In case of fresher's admitted to a hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors "access to fresher's" accommodation is strictly monitored by wardens, Security Guards and staff.

5. The faculty members/departments/units of the technical 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. The Institution imparting technical education shall utilize the vacation period before the starting of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.

7. The institution imparting technical education shall identify properly and illuminate mainly all vulnerable locations.

### 6. Monitoring mechanism in institution, University including Deemed to be University imparting technical education:-

**a) Anti-ragging committee:** Every institution imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.



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**c) Anti-Ragging Squad:** Every institution imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging squad to be nominated by the Head of the institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) It shall be the duty of the Anti-ragging squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person , as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

f) Mentoring Cell: Every institution shall, at the end of each academic year, in order to promote the objectives of these regulations, constitute a mentoring Cell consisting of students volunteering to be mentors for fresher's, in the Succeeding academic year; and there shall be as many levels or tiers of Mentor for six fresher's and one Mentor of a higher level for six Mentors of the lower level.

### **7. Action to be taken against the principal or the Head of Institution /Faculty Members /Non- Teaching staff of Institution:**

1. The head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging, any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.



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2. The principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing Certificates of appreciation to such members of the staff who report ragging which will form part of their service records.

3. Departmental enquires shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.

4. The principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

### **8. Action to be taken against students for indulging and abetting ragging in institution:-**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishments or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

(i) Cancellation of admission.

(ii) Suspension from attending classes.

(iii) Withholding/withdrawing scholarship/fellowship and other benefits.



  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

DATE: 23-10-2019

### **ANTI-RAGGING COMMITTEE**

This is to inform all the teaching staff and non-teaching staff that keeping in the view of making our college an Anti-Ragging zone, the following faculty members are formed a team of Anti-Ragging committee of Dr. V.R.K. women's college of engineering and technology for the academic year 2019-2020.

S.No	Name of The faculty	Designation	Department
1	Dr.Touseef Humaira	Convenor	HOD,H&S
2	Dr.B.Sasi Kumar	Member	Principal&CSE
3	Dr.G.Kalaimani	Member	HOD,CSE
4	Mrs. Asra Jabeen	Member	English
5	Dr.B Srinivas	Member	Chemistry
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.

### **FUNCTIONS AND RESPONSIBILITIES:**

\*Committee should take steps and allot duties to all the staff members in almost all areas in the college(i.e. Canteen, parking places, Play grounds etc) and ensure that at least one faculty member is present at any particular time all the locations to avoid ragging activities

\*Committee should take precautions to avoid ragging activities at other locations like bus stops, play grounds, Should give instructions to appoint student volunteers and secret informers at various boarding points.

\*Wide canvassing about anti-ragging, should be done in the form of flexes, posters and Boards in college premises and surrounding areas where there is a chance of ragging.

\*Grievances & Redressal committee should be made a part of these anti-ragging activities.



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Date: 28-10-2019

### **Circular**

The Anti ragging committee meeting will be conducted on 28<sup>th</sup> Oct 2020 at 11.00AM at HOD'S cabin, CSE Department DR VRKWCET for the upcoming academic year 2019-20.

ALL The faculty members are required to attend the meeting.



  
Convener-Anti-Ragging Cell

cc to:

1. Principal - For kind information.
2. Director Administrative-For kind information.
3. All HODs & IQAC coordinator.
4. Director Administrative.

  
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Contact No. 7893044962 / 08413235962

Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 28 -10-2019

### Anti-Ragging Committee

S.NO	Name of Faculty	Designation	Dept
1	Dr. Touseef Humaira	Convener	HOD,H&S
2	Dr. B.Sasi Kumar	Member	Principal,CSE
3	Dr. G. Kalaimani	Member	HOD,CSE
4	Mrs. Asra Jabeen	Member	English
5	Dr.B. Srinivas	Member	Chemistry
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.

The Anti-ragging committee is constituted to ensure that the students do not indulge in anti-ragging activities

For any Suggestions or complaints, feel free to contact any of the committee members or send an email to the email id given below.

[antiraggingdrvrkwcet@gmail.com](mailto:antiraggingdrvrkwcet@gmail.com)



  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 30.10.2019


### Anti-Ragging Committee

S.NO	Name of Faculty	Designation	Dept	Mobile Numbers
1	Dr. Touseef Humaira	Convener	HOD,H&S	9908850237
2	Dr. B.Sasi Kumar	Member	Principal &CSE	9884939294
3	Dr. G.Kalaimani	Member	HOD,CSE	9600779052
4	Mrs. Asra Jabeen	Member	English	9032452167
5	Dr. Srinivas	Member	Chemistry	9963139909
6	G. Pavan Kumar Reddy	Inspector of Police	Police Dept.	9490617188

  
(Convener)

Anti-Ragging Committee



  
Principal  
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Date: 30-10-2019

### Anti-Ragging Committee

#### Minutes of the Meeting held on 30<sup>th</sup> Oct 2019.

The minutes of meeting was conducted on 30<sup>th</sup> Oct 2019 at 11.00am at HOD'S cabin, CSE Department. The following faculty members have attended the meeting.

S.NO	Name of Faculty	Designation	Dept	Signature
1	Dr Touseef Humaira	Convener	HOD,H&S	
2	Dr B.Sasi Kumar	Member	Principal & CSE	
3	Dr G. Kalaimani	Member	HOD,CSE	
4	Mrs. Asra Jabeen	Member	English	
5	Dr. B. Srinivas	Member	Chemistry	
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.	

1. Anti-Ragging committee was formed with senior staff members of the college. The members have been selected all the departments.
2. The phone numbers of the committee to be displayed across all the departments for student's convenience.
3. Phone numbers of principal, all department heads, management members and local police to be displayed across the college for student's convenience.
4. An exclusive block is provided for the I Year students to curb the fear of ragging.

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5. The college maintains separate lunch timings i.e. 12.00P.M-12.50 P.M for 1 years and 12.10 P.M- 1.00 P.M for the II, III, and IV year students.
6. A special meeting to be conducted for senior students with the local police personnel to remind them of the repercussions of ragging.
7. Anti-ragging instructions and banners to be displayed at prominent places in the college to create awareness among the students regarding the punishments which would be levied if found guilty.
8. The Committee performs surprise checks in probable areas of ragging such as the bus parking area and at the Canteen Premises
9. Students who come by college transport are taken special care by marking separate seats for juniors in the front, Faculty in the middle and seniors at the end.
10. Every college bus has a faculty in charge who supervise the students
11. Faculty members are deployed during lunch hours, early morning hours and after college hours to avoid any sort of gathering by students.
12. Special care should be taken for the I year students initially to avoid any kind of Ragging.



  
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Date: 30-10-2019

## ACTION TAKEN REPORT

A.Y 2019-2020

The anti-Ragging committee meeting was held on 30.10.2019 at the Department of Science and Humanities. The following points were noted and the actions were implemented as follows

S.NO.	POINTS	ACTION TAKEN	STATUS
1	To keep faculties phone numbers handy in times of serious need	The anti-ragging committee set up phone numbers of all staff members who are in the grievance cell to assist them with their complaints	Solved
2	To introduce the Anti-ragging committee in each and every block in the campus	Anti-ragging Committees were set up in all the college blocks to curb the issue if arise	Solved



*[Signature]*  
(Convener)

Anti-Ragging Committee

### Copy to:

1. Principal for kind information
2. The Management for kind information
3. All HODS, IQAC

*[Signature]*  
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### **Standard Operating Procedure If Involved in Ragging**

#### **Sub: Prevention and prohibition of Ragging**

**F.No.37-3/Legal/AICTE/2009** - In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, here by makes the following Regulations:-

#### **1. Short title and commencement:-**

- (i) Prevention and prohibition of Ragging in Technical Institutions.

#### **2. Objectives:-**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.



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### 3. Definitions:-

#### a) Academic year:

**Academic year** means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.

#### b) Fresher:

**"Fresher"** means a student, who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

c) Words and expressions used and not defined here in but defined in the Act or in the General clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be.

d) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

### 4. What constitutes Ragging: - Ragging constitutes one or more o any of the following acts:

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

b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.



  
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- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **5. Measures for prevention of ragging:-**

It shall be mandatory for every technical institution to take following measures for prevention of ragging.

1. The advertisement issued for admission by the institution shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should 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.
3. Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the institution and extend necessary help.



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4. In case of fresher's admitted to a hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors "access to fresher's" accommodation is strictly monitored by wardens, Security Guards and staff.

5. The faculty members/departments/units of the technical 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. The Institution imparting technical education shall utilize the vacation period before the starting of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.

7. The institution imparting technical education shall identify properly and illuminate mainly all vulnerable locations.

### **6. Monitoring mechanism in institution, University including Deemed to be University imparting technical education:-**

**a) Anti-ragging committee:** Every institution imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

**b)** It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.



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**c) Anti-Ragging Squad:** Every institution imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging squad to be nominated by the Head of the institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) It shall be the duty of the Anti-ragging squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person , as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

f) Mentoring Cell: Every institution shall, at the end of each academic year, in order to promote the objectives of these regulations, constitute a mentoring Cell consisting of students volunteering to be mentors for fresher's, in the Succeeding academic year; and there shall be as many levels or tiers of Mentor for six fresher's and one Mentor of a higher level for six Mentors of the lower level.

### **7. Action to be taken against the principal or the Head of Institution /Faculty Members /Non- Teaching staff of Institution:**

1. The head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging, Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.



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2. The principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing Certificates of appreciation to such members of the staff who report ragging which will form part of their service records.

3. Departmental enquires shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.

4. The principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

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1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishments or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

(i) Cancellation of admission.

(ii) Suspension from attending classes.

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DATE: 29-01-2021

### ANTI-RAGGING COMMITTEE

This is to inform all the teaching staff and non-teaching staff that keeping in the view of making our college an Anti-Ragging zone, the following faculty members are formed a team of Anti-Ragging committee of Dr. V.R.K. women's college of engineering and technology for the academic year 2020-2021.

S.No	Name of The faculty	Designation	Department
1	Dr. Touseef Humaira	Convenor	HOD,H&S
2	Dr. B. Sasi Kumar	Member	Principal, CSE
3	Dr. G. Kalaimani	Member	HOD,CSE
4	Mrs. Asra Jabeen	Member	English
5	Dr. B. Srinivas	Member	Chemistry
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.

### FUNCTIONS AND RESPONSIBILITIES:


\*Committee should take steps and allot duties to all the staff members in almost all areas in the college(i.e. Canteen, parking places, Play grounds etc) and ensure that at least one faculty member is present at any particular time all the locations to avoid ragging activities

\*Committee should take precautions to avoid ragging activities at other locations like bus stops, play grounds, Should give instructions to appoint student volunteers and secret informers at various boarding points.

\*Wide canvassing about anti-ragging, should be done in the form of flexes, posters and Boards in college premises and surrounding areas where there is a chance of ragging.

\*Grievances & Redressal committee should be made a part of these anti-ragging activities.



  
**PRINCIPAL**  
Dr. VRK Women's College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.





## DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Permitted by Government of Telangana State  
Affiliated to Jawaharlal Nehru Technological University Hyderabad  
Aziznagar (V), Moinabad (M), R.R. Dist. 500 075 - T.S.  
Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date:02-02-2021

### Circular

The Anti ragging committee meeting will be conducted on 5<sup>th</sup> Feb 2021 at 11.00AM at HOD'S cabin, CSE Department, DRVRKWCET for the upcoming academic year 2020-21.

ALL The faculty members are required to attend the meeting.



Convener-Anti-Ragging Cell

cc to:

1. Principal - For kind information.
2. Director Administrative-For kind information.
3. All HODs & IQAC coordinator.
4. Director Administrative.

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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 05-02-2021

### Anti-Ragging Committee

S.NO	Name of Faculty	Designation	Dept
1	Dr. Touseef Humaira	Convener	HOD,H&S
2	Dr. B. Sasi Kumar	Member	Principal, CSE
3	Dr. G. Kalaimani	Member	HOD,CSE
4	Mrs. Asra Jabeen	Member	English
5	Dr. Srinivas	Member	Chemistry
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.

The Anti-ragging committee is constituted to ensure that the students do not indulge in anti-ragging activities

For any Suggestions or complaints, feel free to contact any of the committee members or send an email to the email id given below.

**[antiraggingdrvrkwcet@gmail.com](mailto:antiraggingdrvrkwcet@gmail.com)**



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Contact No. 7893044962 / 08413235962

Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 04.02.2021

### Anti-Ragging Committee

S.NO	Name of Faculty	Designation	Dept	Mobile Numbers
1	Dr. Touseef Humaira	Convener	HOD, H&S	9908850237
2	Dr. B. Sasi Kumar	Member	Principal, CSE	9884939294
3	Dr. G. Kalaimani	Member	HOD,CSE	9600779052
4	Mrs. Asra Jabeen	Member	English	9032452167
5	Dr. Srinivas	Member	Chemistry	9963139909
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.	9490617188

*Touseef*

(Convener)

Anti-Ragging Committee



*Principal*  
**PRINCIPAL**

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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 05-02-2021

### Anti-Ragging Committee

#### Minutes of the Meeting held on 05-Feb-2021.

The minutes of meeting was conducted on 5<sup>th</sup> Feb 2021 at 11.00am at HOD'S cabin, ECE Department. The following faculty members have attended the meeting.

S.NO	Name of Faculty	Designation	Dept	Signature
1	Dr. Touseef Humaira	Convener	HOD,H&S	
2	Dr. B. Sasi Kumar	Member	Principal & CSE	
3	Dr. G. kalaimani	Member	HOD,CSE	
4	Mrs. Asra Jabeen	Member	English	
5	Dr. Srinivas	Member	Chemistry	
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.	

1. Anti-Ragging committee was formed with senior staff members of the college. The members have been selected all the departments.
2. The phone numbers of the committee to be displayed across all the departments for student's convenience.
3. Phone numbers of principal, all department heads, management members and local police to be displayed across the college for student's convenience.
4. An exclusive block is provided for the I Year students to curb the fear of ragging.

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5. The college maintains separate lunch timings i.e. 12.00 P.M-12.50 P.M for 1 years and 12.10 P.M- 1.00 P.M for the II, III, and IV year students.
6. A special meeting to be conducted for senior students with the local police personnel to remind them of the repercussions of ragging.
7. Anti-ragging instructions and banners to be displayed at prominent places in the college to create awareness among the students regarding the punishments which would be levied if found guilty.
8. The Committee performs surprise checks in probable areas of ragging such as the bus parking area and at the Canteen Premises
9. Students who come by college transport are taken special care by marking separate seats for juniors in the front, Faculty in the middle and seniors at the end.
10. Every college bus has a faculty in charge who supervise the students
11. Faculty members are deployed during lunch hours, early morning hours and after college hours to avoid any sort of gathering by students.
12. Special care should be taken for the I year students initially to avoid any kind of Ragging.



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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 05-02-2021

**ACTION TAKEN REPORT**

**A.Y 2020-2021**

The anti-Ragging committee meeting was held on 05.02.2021 at the Department of Science and Humanities. The following points were noted and the actions were implemented as follows

S.NO.	POINTS	ACTION TAKEN	STATUS
1	To keep faculties phone numbers handy in times of serious need	The anti-ragging committee set up phone numbers of all staff members who are in the grievance cell to assist them with their complaints	Solved
2	To introduce the Anti-ragging committee in each and every block in the campus	Anti-ragging Committees were set up in all the college blocks to curb the issue if arise	Solved



*[Signature]*  
Professor

**Anti-Ragging Committee**

**Copy to:**

1. Principal for kind information
2. The Management for kind information
3. All HODS, IQAC

*[Signature]*  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.





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### **Standard Operating Procedure If Involved in Ragging**

#### **Sub: Prevention and prohibition of Ragging**

**F.No.37-3/Legal/AICTE/2009** - In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, here by makes the following Regulations:-

#### **1. Short title and commencement:-**

- (i) Prevention and prohibition of Ragging in Technical Institutions.

#### **2. Objectives:-**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.



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## DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

### 3. Definitions:-

#### a) Academic year:

**Academic year** means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.

#### b) Fresher:

**"Fresher"** means a student, who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

c) Words and expressions used and not defined here in but defined in the Act or in the General clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be.

d) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

### 4. What constitutes Ragging:- Ragging constitutes one or more o any of the following acts:

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

b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.



  
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- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **5. Measures for prevention of ragging:-**

It shall be mandatory for every technical institution to take following measures for prevention of ragging.

1. The advertisement issued for admission by the institution shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should 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.
3. Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the institution and extend necessary help.



  
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4. In case of fresher's admitted to a hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors "access to fresher's" accommodation is strictly monitored by wardens, Security Guards and staff.

5. The faculty members/departments/units of the technical 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. The Institution imparting technical education shall utilize the vacation period before the starting of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.

7. The institution imparting technical education shall identify properly and illuminate mainly all vulnerable locations.

### **6. Monitoring mechanism in institution, University including Deemed to be University imparting technical education:-**

**a) Anti-ragging committee:** Every institution imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.



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**c) Anti-Ragging Squad:** Every institution imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging squad to be nominated by the Head of the institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) It shall be the duty of the Anti-ragging squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person , as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

f) Mentoring Cell: Every institution shall, at the end of each academic year, in order to promote the objectives of these regulations, constitute a mentoring Cell consisting of students volunteering to be mentors for fresher's, in the Succeeding academic year; and there shall be as many levels or tiers of Mentor for six fresher's and one Mentor of a higher level for six Mentors of the lower level.

### **7. Action to be taken against the principal or the Head of Institution /Faculty Members /Non- Teaching staff of Institution:**

1. The head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging, Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.



  
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2. The principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing Certificates of appreciation to such members of the staff who report ragging which will form part of their service records.

3. Departmental enquires shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.

4. The principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

### **8. Action to be taken against students for indulging and abetting ragging in institution:-**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishments or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.


4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

(i) Cancellation of admission.

(ii) Suspension from attending classes.

(iii) Withholding/withdrawing scholarship/fellowship and other benefits.



  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

DATE:-18-02-2022

### ANTI-RAGGING COMMITTEE

This is to inform all the teaching staff and non-teaching staff that keeping in the view of making our college an Anti-Ragging zone, the following faculty members are formed a team of Anti-Ragging committee of Dr. V.R.K. women's college of engineering and technology for the academic year 2021-2022.

S.No	Name of The faculty	Designation	Department
1	Dr. Touseef Humaira	Convenor	HOD,H&S
2	Dr. B. Sasi Kumar	Member	Principal & CSE
3	Dr. G. Kalaimani	Member	HOD,CSE
4	Mrs. Asra Jabeen	Member	English
5	Dr. Srinivas	Member	Chemistry
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.

### FUNCTIONS AND RESPONSIBILITIES:

\*Committee should take steps and allot duties to all the staff members in almost all areas in the college(i.e. Canteen, parking places, Play grounds etc) and ensure that at least one faculty member is present at any particular time all the locations to avoid ragging activities

\*Committee should take precautions to avoid ragging activities at other locations like bus stops, play grounds, Should give instructions to appoint student volunteers and secret informers at various boarding points.

\*Wide canvassing about anti-ragging, should be done in the form of flexes, posters and Boards in college premises and surrounding areas where there is a chance of ragging.

\*Grievances & Redressal committee should be made a part of these anti-ragging activities.



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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 22/02/2022

### Circular

The Anti ragging committee meeting will be conducted on 25<sup>th</sup> Feb 2022 at 11.00AM at HOD'S cabin, CSE Department, DRVRKWCET for the upcoming academic year 2021-22.

ALL The faculty members are required to attend the meeting.



  
Convener-Anti-Ragging Cell

cc to:

1. Principal - For kind information.
2. Director Administrative-For kind information.
3. All HODs & IQAC coordinator.
4. Director Administrative.

  
**PRINCIPAL**  
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Contact No. 7893044962 / 08413235962

Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 25-02-2022

### Anti-Ragging Committee

S.NO	Name of Faculty	Designation	Dept
1	Dr. Touseef Humaira	Convener	HOD,H&S
2	Dr. B. Sasi Kumar	Member	Principal,CSE
3	Dr. G. Kalaimani	Member	HOD,CSE
4	Mrs. Asra Jabeen	Member	English
5	Dr. Srinivas	Member	Chemistry
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.

The Anti-ragging committee is constituted to ensure that the students do not indulge in anti-ragging activities

For any Suggestions or complaints, feel free to contact any of the committee members or send an email to the email id given below.

[antiraggingdrvrkwcet@gmail.com](mailto:antiraggingdrvrkwcet@gmail.com)



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Contact No. 7893044962 / 08413235962

Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 25.02.2022

### Anti-Ragging Committee

S.NO	Name of Faculty	Designation	Dept	Mobile Numbers
1	Dr. Touseef Humaira	Convener	HOD,H&S	9908850237
2	Dr. B.Sasi kumar	Member	Principal &CSE	9884939294
3	Dr. G.Kalaimani	Member	HOD,CSE	9600779052
4	Mrs. Asra Jabeen	Member	English	9032455167
5	Dr. Srinivas	Member	Chemistry	9963139909
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.	9490617188

*Touseef*  
(Convener)

Anti-Ragging Committee



*PRINCIPAL*

PRINCIPAL  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.





## DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Aziznagar (V), Moinabad (M), R.R. Dist. 500 075 - T.S.  
Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 25-02-2022

### Anti-Ragging Committee

#### Minutes of the Meeting held on 25-FEB-2022.

The minutes of meeting was conducted on 25<sup>th</sup> FEB 2022 at 11.00am at HOD'S cabin, CSE Department .The following faculty members have attended the meeting.

S.NO	Name of Faculty	Designation	Dept	Signature
1	Dr. Touseef Humaira	Convener	HOD,H&S	
2	Dr. B.Sasi kumar	Member	Principal & CSE	
3	Dr. G.Kalaimani	Member	HOD,CSE	
4	Mrs. Asra Jabeen	Member	English	
5	Dr. Srinivas	Member	Chemistry	
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.	

1. Anti-Ragging committee was formed with senior staff members of the college. The members have been selected all the departments.
2. The phone numbers of the committee to be displayed across all the departments for student's convenience.
3. Phone numbers of principal, all department heads, management members and local police to be displayed across the college for student's convenience.
4. An exclusive block is provided for the I Year students to curb the fear of ragging.

  
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5. The college maintains separate lunch timings i.e. 12.00 P.M-12.50 P.M for 1 years and 12.10 P.M- 1.00 P.M for the II, III, and IV year students.
6. A special meeting to be conducted for senior students with the local police personnel to remind them of the repercussions of ragging.
7. Anti-ragging instructions and banners to be displayed at prominent places in the college to create awareness among the students regarding the punishments which would be levied if found guilty.
8. The Committee performs surprise checks in probable areas of ragging such as the bus parking area and at the Canteen Premises
9. Students who come by college transport are taken special care by marking separate seats for juniors in the front, Faculty in the middle and seniors at the end.
10. Every college bus has a faculty in charge who supervise the students
11. Faculty members are deployed during lunch hours, early morning hours and after college hours to avoid any sort of gathering by students.
12. Special care should be taken for the I year students initially to avoid any kind of Ragging.



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Date: 25-02-2022

### ACTION TAKEN REPORT

A.Y 2021-2022

The anti-Ragging committee meeting was held on 25.02.2022 at the Department of Science and Humanities. The following points were noted and the actions were implemented as follows

S.NO.	POINTS	ACTION TAKEN	STATUS
1	To keep faculties phone numbers handy in times of serious need	The anti-ragging committee set up phone numbers of all staff members who are in the grievance cell to assist them with their complaints	Solved
2	To introduce the Anti-ragging committee in each and every block in the campus	Anti-ragging Committees were set up in all the college blocks to curb the issue if arise	Solved




Copy to:

1. Principal for kind information
2. The Management for kind information
3. All HODS, IQAC

  
(Convenor)

Anti-Ragging Committee

  
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### **Standard Operating Procedure If Involved in Ragging**

#### **Sub: Prevention and prohibition of Ragging**

**F.No.37-3/Legal/AICTE/2009** - In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, here by makes the following Regulations:-

#### **1. Short title and commencement:-**

- (i) Prevention and prohibition of Ragging in Technical Institutions.

#### **2. Objectives:-**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.



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### 3. Definitions:-

#### a) Academic year:

**Academic year** means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.

#### b) Fresher:

**"Fresher"** means a student, who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

c) Words and expressions used and not defined here in but defined in the Act or in the General clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be.

d) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

### 4. What constitutes Ragging:- Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.



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f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **5. Measures for prevention of ragging:-**

It shall be mandatory for every technical institution to take following measures for prevention of ragging.

1. The advertisement issued for admission by the institution shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.

2. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should 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.

3. Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the institution and extend necessary help.



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4. In case of fresher's admitted to a hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors "access to fresher's" accommodation is strictly monitored by wardens, Security Guards and staff.

5. The faculty members/departments/units of the technical 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. The Institution imparting technical education shall utilize the vacation period before the starting of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.

7. The institution imparting technical education shall identify properly and illuminate mainly all vulnerable locations.

### 6. Monitoring mechanism in institution, University including Deemed to be University imparting technical education:-

a) **Anti-ragging committee:** Every institution imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.



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**c) Anti-Ragging Squad:** Every institution imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging squad to be nominated by the Head of the institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) It shall be the duty of the Anti-ragging squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person , as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

f) Mentoring Cell: Every institution shall, at the end of each academic year, in order to promote the objectives of these regulations, constitute a mentoring Cell consisting of students volunteering to be mentors for fresher's, in the Succeeding academic year; and there shall be as many levels or tiers of Mentor for six fresher's and one Mentor of a higher level for six Mentors of the lower level.

### **7. Action to be taken against the principal or the Head of Institution /Faculty Members /Non- Teaching staff of Institution:**

1. The head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging, Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.



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2. The principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing Certificates of appreciation to such members of the staff who report ragging which will form part of their service records.

3. Departmental enquires shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.

4. The principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

### **8. Action to be taken against students for indulging and abetting ragging in institution:-**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishments or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.


4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

(i) Cancellation of admission.

(ii) Suspension from attending classes.

(iii) Withholding/withdrawing scholarship/fellowship and other benefits.



  
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DATE: 06-02-23

## ANTI-RAGGING COMMITTEE

This is to inform all the teaching staff and non-teaching staff that keeping in the view of making our college an Anti-Ragging zone, the following faculty members are formed a team of Anti-Ragging committee of Dr. V.R.K. women's college of engineering and technology for the academic year 2022-2023.

S.No	Name of The faculty	Designation	Department
1	Dr. Touseef Humaira	Convenor	HOD,H&S
2	Dr. B. Sasi Kumar	Member	Principal & CSE
3	Dr. G. Kalaimani	Member	HOD,CSE
4	Mrs. Asra Jabeen	Member	English
5	Dr. B. Srinivas	Member	Chemistry
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.

## FUNCTIONS AND RESPONSIBILITIES:

\*Committee should take steps and allot duties to all the staff members in almost all areas in the college(i.e. Canteen, parking places, Play grounds etc) and ensure that at least one faculty member is present at any particular time all the locations to avoid ragging activities

\*Committee should take precautions to avoid ragging activities at other locations like bus stops, play grounds, Should give instructions to appoint student volunteers and secret informers at various boarding points.

\*Wide canvassing about anti-ragging, should be done in the form of flexes, posters and Boards in college premises and surrounding areas where there is a chance of ragging.

\*Grievances & Redressal committee should be made a part of these anti-ragging activities.



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Date: 08-02-2023

### Circular

The Anti ragging committee meeting will be conducted on 13<sup>th</sup> Feb 2023 at 11.00AM at HOD'S cabin, CSE Department, DRVRKWCET for the upcoming academic year 2022-23.

ALL The faculty members are required to attend the meeting.



*Jousef*  
Convener-Anti Ragging Cell

cc to:

1. Principal - For kind information.
2. Director Administrative-For kind information.
3. All HODs & IQAC coordinator.
4. Director Administrative.

*[Signature]*  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 13-02-2023

### Anti-Ragging Committee

S.NO	Name of Faculty	Designation	Dept
1	Dr. Touseef Humaira	Convener	HOD,H&S
2	Dr. B. Sasi Kumar	Member	Principal, CSE
3	Dr. G. Kalaimani	Member	HOD,CSE
4	Mrs. Asra Jabeen	Member	English
5	Dr. Srinivas	Member	Chemistry
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.

The Anti-ragging committee is constituted to ensure that the students do not indulge in anti-ragging activities

For any Suggestions or complaints, feel free to contact any of the committee members or send an email to the email id given below.

[antiraggingdrvrkwcet@gmail.com](mailto:antiraggingdrvrkwcet@gmail.com)



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Date: 13.02.2023

### Anti-Ragging Committee

S.NO	Name of Faculty	Designation	Dept	Mobile Numbers
1	Dr. Touseef Humaira	Convener	HOD,H&S	9291317235
2	Dr. B. Sasi Kumar	Member	Principal &CSE	8143339722
3	Dr. G. Kalimani	Member	HOD,CSE	8106283744
4	Mrs. Asra Jabeen	Member	English	9849197280
5	Dr. Srinivas	Member	Chemistry	9502958824
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.	9490617188

  
(Convener)

Anti-Ragging Committee

  
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Date: 13-02-2023

### Anti-Ragging Committee

#### Minutes of the Meeting held on 13-Feb-2023.

The minutes of meeting was conducted on 13<sup>th</sup> Feb 2023 at 11.00am at HOD'S cabin, CSE Department. The following faculty members have attended the meeting.

S.NO	Name of Faculty	Designation	Dept	Signature
1	Dr. Touseef Humaira	Convener	HOD,H&S	
2	Dr. B. Sasi Kumar	Member	Principal & CSE	
3	Dr. G. Kalaimani	Member	HOD,CSE	
4	Mrs. Asra Jabeen	Member	English	
5	Dr. Srinivas	Member	Chemistry	
6	G Pavan Kumar Reddy	Inspector of Police	Police Dept.	

1. Anti-Ragging committee was formed with senior staff members of the college. The members have been selected all the departments.
2. The phone numbers of the committee to be displayed across all the departments for student's convenience.
3. Phone numbers of principal, all department heads, management members and local police to be displayed across the college for student's convenience.
4. An exclusive block is provided for the I Year students to curb the fear of ragging.

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5. The college maintains separate lunch timings i.e. 12.00 P.M-12.50 P.M for 1 years and 12.10 P.M- 1.00 P.M for the II, III, and IV year students.
6. A special meeting to be conducted for senior students with the local police personnel to remind them of the repercussions of ragging.
7. Anti-ragging instructions and banners to be displayed at prominent places in the college to create awareness among the students regarding the punishments which would be levied if found guilty.
8. The Committee performs surprise checks in probable areas of ragging such as the bus parking area and at the Canteen Premises
9. Students who come by college transport are taken special care by marking separate seats for juniors in the front, Faculty in the middle and seniors at the end.
10. Every college bus has a faculty in charge who supervise the students
11. Faculty members are deployed during lunch hours, early morning hours and after college hours to avoid any sort of gathering by students.
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Aziz Nagar, Moinabad, R.R. Dist.





# DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Premitted by Government of Telangana State  
Affiliated to Jawaharlal Nehru Technological University Hyderabad  
Aziznagar (V), Moinabad (M), R.R. Dist. 500 075 - T.S.  
Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date : 13-02-2023

## ACTION TAKEN REPORT

A.Y 2022-2023

The anti-Ragging committee meeting was held on 13.02.2023 at the Department of Science and Humanities. The following points were noted and the actions were implemented as follows

S.NO.	POINTS	ACTION TAKEN	STATUS
1	To keep faculties phone numbers handy in times of serious need	The anti-ragging committee set up phone numbers of all staff members who are in the grievance cell to assist them with their complaints	Solved
2	To introduce the Anti-ragging committee in each and every block in the campus	Anti-ragging Committees were set up in all the college blocks to curb the issue if arise	Solved



*Louise*  
(Convener)

Anti-Ragging Committee

### Copy to:

1. Principal for kind information
2. The Management for kind information
3. All HODS, IQAC



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### **Standard Operating Procedure If Involved in Ragging**

#### **Sub: Prevention and prohibition of Ragging**

**F.No.37-3/Legal/AICTE/2009** - In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, here by makes the following Regulations:-

#### **1. Short title and commencement:-**

- (i) Prevention and prohibition of Ragging in Technical Institutions.

#### **2. Objectives:-**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.



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Website : [www.drwrkwomenscollege.com](http://www.drwrkwomenscollege.com)

### 3. Definitions:-

#### a) Academic year:

**Academic year** means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.

#### b) Fresher:

**"Fresher"** means a student, who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

c) Words and expressions used and not defined here in but defined in the Act or in the General clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be.

d) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

### 4. What constitutes Ragging:- Ragging constitutes one or more of the following acts:

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

b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.



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f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **5. Measures for prevention of ragging:-**

It shall be mandatory for every technical institution to take following measures for prevention of ragging.

1. The advertisement issued for admission by the institution shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.

2. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should 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.

3. Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the institution and extend necessary help.



  
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4. In case of fresher's admitted to a hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors "access to fresher's" accommodation is strictly monitored by wardens, Security Guards and staff.

5. The faculty members/departments/units of the technical 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 beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

6. The Institution imparting technical education shall utilize the vacation period before the starting of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.

7. The institution imparting technical education shall identify properly and illuminate mainly all vulnerable locations.

### **6. Monitoring mechanism in institution, University including Deemed to be University imparting technical education:-**

**a) Anti-ragging committee:** Every institution imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.



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**c) Anti-Ragging Squad:** Every institution imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging squad to be nominated by the Head of the institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) It shall be the duty of the Anti-ragging squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

f) Mentoring Cell: Every institution shall, at the end of each academic year, in order to promote the objectives of these regulations, constitute a mentoring Cell consisting of students volunteering to be mentors for fresher's, in the Succeeding academic year; and there shall be as many levels or tiers of Mentor for six fresher's and one Mentor of a higher level for six Mentors of the lower level.

### **7. Action to be taken against the principal or the Head of Institution /Faculty Members /Non- Teaching staff of Institution:**

1. The head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging, Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.



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2. The principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing Certificates of appreciation to such members of the staff who report ragging which will form part of their service records.

3. Departmental enquires shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.

4. The principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

### **8. Action to be taken against students for indulging and abetting ragging in institution:-**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishments or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

(i) Cancellation of admission.

(ii) Suspension from attending classes.

(iii) Withholding/withdrawing scholarship/fellowship and other benefits.




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## SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT DELIVERED ON THE 8<sup>th</sup> MAY 2009.

I. The Hon. Supreme court ordered that a number of recommendations made by the Raghavan Committee be implemented immediately. These included

- Confidence building measures such as appointment of counsellors, arrival of senior students a week or two weeks after the Juniors have arrived; joint sensitization programmes; joint orientation programme of 'freshers' and 'seniors' to be addressed by the principal/Head of the institution; organization on large scale of cultural, sports and other activities; make provisions for faculty members to dine with the hostel residents in their respective hostels etc.
- Every institution must have an Anti-Ragging Committee and an Anti - Ragging Squad. There should be a Monitoring Cell on Ragging at the University Level that would coordinate with the affiliated colleges and institutions under its domain. There should be a Monitoring Cell at the level of the Chancellor of the State Universities.
- In the, light of the increasing number of private commercially managed, lodges or hostels outside campuses, such hostels and management must be registered with the local police authorities and permission to start such hostels or register them must necessarily be recommended by the Heads of educational institutions. It should be mandatory for both local police, local administration as well the institutional authorities to ensure vigil on incidents that may come within the definition of ragging.
- Wardens must be accessible at all hours and therefore it is important that they, be available on telephone and other modes of communication. Similarly, the telephone numbers of the other important functionaries - Heads of institutions, faculty members, members of the anti-ragging committees, district and sub-divisional authorities and state authorities where relevant, should also be widely disseminated for the needy to get in touch or seek help in emergencies.
- Brochures or booklet/leaflet distributed to each student at the beginning of each academic session for obtaining undertaking not to indulge or abet ragging, shall contain the blueprint of prevention and methods of redress."


  
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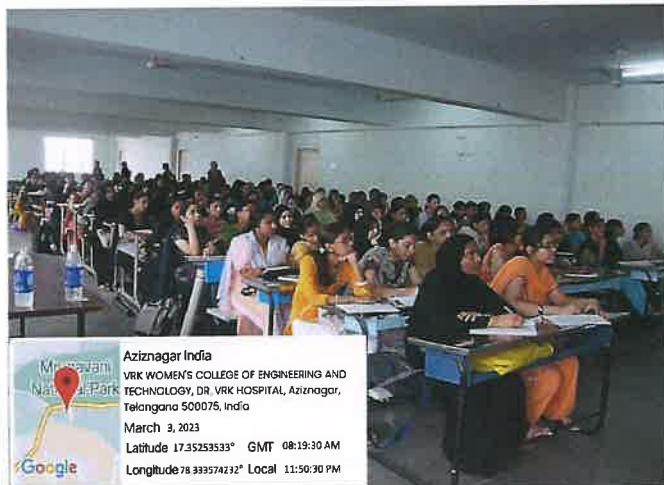
- The educational institutions shall ensure that each hostel should have a full-time warden who resides within the hostel, or at the very least, in the close vicinity thereof.
2. The Hon. Supreme Court acknowledged that The Ministry of Human Resource Development, Government of India, in consultation with UGC, MCI, AICTE and other similar regulatory bodies was in the process of setting up a central crisis-hotline and anti-ragging database in the manner suggested by Dr. Raj Kachroo. The Hon. Court, however, added that
    - The task of monitoring the database be given to a nongovernmental agency, to be immediately nominated by the Union of India to build confidence in the public and also to provide information of non compliance to the regulatory bodies and to the Raghavan Committee.
    - The database shall be created out of affidavits affirmed by each student and his/her parents/guardians, which affidavits shall be stored electronically, and shall contain the details of each student.
    - The database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
  3. The Hon. Supreme Court ordered that Regulations on Curbing the Menace of Ragging, formulated by the UGC, must be adopted by all other regulatory bodies, such as AICTE, MCI, DCI, NCI etc.;
  4. The Hon. Supreme Court acknowledged that the incident involving the death of Aman Kachroo clearly indicated that the formulation of guidelines and regulations was not sufficient. Hence, the Hon. Court ordered that such regulations shall have to be enforced strictly, and penal consequences for the heads of the institutions/administration of the institution who do not take timely steps in the prevention of ragging and punishing those who rag. In addition to penal consequences, departmental enquiries be initiated against such heads institutions / members of the administration / faculty members / non-teaching staff, who display an apathetic or insensitive attitude towards complaints of ragging;
  5. The Hon. Supreme Court said that not only the students, but also the faculty must be sensitized towards the ills of ragging, and the prevention thereof. Non-teaching staff, which includes administrative staff, contract employees, security guards etc., have also to be regularly sensitized towards the evils and consequences of ragging;

  
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6. The Hon. Supreme Court ordered that the Principal or Head of the Institution/Department shall obtain an undertaking from every employee of the institution including teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service record.
7. The Hon. Supreme Court said that it was necessary that parents/guardians of freshers assume responsibility for promptly bringing to the notice of the Head of the Institution any instance of ragging.
8. The Hon. Supreme Court said that the SHO/SP, within whose jurisdiction a particular college falls, shall be responsible for ensuring that no ragging takes place on the campus of the concerned college, and to effectively deal with incidents of ragging, should, any such incidents take place. Once a central database/crisis hotline is made operative then as soon as SHO/SP, within whose jurisdiction a particular college falls, is contacted by the crisis hotline staff, then such SHO/SP shall deal effectively with the incident and cooperate and communicate with the crisis hotline staff and/or the independent monitoring agency. This will build confidence and encourage people to report incidences of ragging without fear or delay;
9. The Hon. Supreme court said that once the database/crisis hotline is operative, State Governments shall amend their anti-ragging statutes to include provisions that place penal consequences on institutional heads.

  
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Presentation on Awareness of Consequences of Ragging For Senior Students



ANTI RAGGING BOARD AT LIBRARY



ANTI RAGGING BOARD AT EEE DEPARTMENT STAFF ROOM



ANTI RAGGING BOARD AT COLLEGE CAMPUS

*[Signature]*  
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The geo tagged photographs of ANTI RAGGING BOARDS installed at various locations in the campus



ANTI RAGGING BOARD AT COMPUTER SCIENCE DEPARTMENT



ANTI RAGGING BOARD NEAR EXAM BRANCH



ANTI RAGGING BOARD AT ECE DEPARTMENT STAFF ROOM



ANTI RAGGING BOARD AT CSE DEPARTMENT STAFF ROOM

  
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VISION, MISSION, QUALITY POLICY  
ABOUT THE SOCIETY & THE COLLEGE  
GOVERNING COUNCIL  
ORGANIZATION CHART  
SERVICE RULES  
COMPLAINT REGISTRATION

### Complaint Registration

Name (Required) Email Address (Required)

Message (Required)

CAPTCHA

☐ I'm not a robot

Submit

Online complaint facility of Dr. V.R.K. Women's College of Engineering and Technology  
And link of the same [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

  
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**DATE: 05/10/2018**

### **PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2018-2019**

#### **CONVENING ORDER**

The Academic Administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Prevention of Sexual Harassment Cell is constituted with the following members.

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Department</b>
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. Aleemuddin Ghorl	Member	CSE
3	Dr. Prasanna Kumar R	Member	CSE
4	Dr. Shaik Saidulu	Member	ECE
5	Dr. Guguloth Ravi Kumar	Member	ECE
6	Mrs. Shaheena kamrani	Member	ECE
7	Dr. Touseef Humaira	Member	H&S
8	Dr. Jeyakumar. K	Member	EEE
9	Mr. Shaik Nagur Basha	Member	EEE
10	Dr. L. C. Manikandan	Member	CSE
11	Mrs. Mubeena Anjum	Member	CSE
12	Mr. Syed Mudassir Zeeshan	Member	EEE

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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**Frequency of Meeting:** Once in a year, as and when required

### **Functions and Responsibilities:**

- To address the needs of women faculty, staff & students
- To identify the personal issues so that women's will have gender equality & dignity.
- To suggest the improvements in academic performance of women faculty, staff & students.
- To resolve the grievances women faculty, staff & students.

  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 10/10/2018

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2018-2019

### CIRCULAR

This is to inform the following members of the POSH committee to gather at Seminar Hall, for a meeting at 11.00 am on 12<sup>th</sup> Oct 2018

S. No	Name	Designation	Department
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. Aleemuddin Ghorl	Member	CSE
3	Dr. Prasanna Kumar R	Member	CSE
4	Dr. Shaik Saidulu	Member	ECE
5	Dr. Guguloth Ravi Kumar	Member	ECE
6	Mrs. Shaheena kamrani	Member	ECE
7	Dr. Touseef Humaira	Member	H&S
8	Dr. Jeyakumar. K	Member	EEE
9	Mr. Shaik Nagur Basha	Member	EEE
10	Dr. L. C. Manikandan	Member	CSE
11	Mrs. Mubeena Anjum	Member	CSE
12	Mr. Syed Mudassir Zeeshan	Member	EEE

  
Dr. G. Kalaimani

Convener-POSH Committee

#### CC to:

1. Principal for kind information
2. The Management for kind information
3. All HODs, IQAC





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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

DATE: 10-10-2018

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2018-2019

### Minutes of Meeting

The Minutes of the Meeting of the POSH Committee was held on 12<sup>th</sup> October 2018 at 2.00 pm In the Board Room, DRVRKWCET.

S.No	Name	Designation	Department
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. Aleemuddin Ghor	Member	CSE
3	Dr. Prasanna Kumar R	Member	CSE
4	Dr. Shaik Saidulu	Member	ECE
5	Dr. Guguloth Ravi Kumar	Member	ECE
6	Mrs. Shaheena kamrani	Member	ECE
7	Dr. Touseef Humaira	Member	H&S
8	Dr.Jeyakumar.K	Member	EEE
9	Mr. Shaik Nagur Basha	Member	EEE
10	Dr. L. C. Manikandan	Member	CSE
11	Mrs. Mubeena Anjum	Member	CSE
12	Mr. Syed Mudassir Zeeshan	Member	EEE

  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.



## DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Affiliated to Jawaharal Nehru Technological University Hyderabad

Aziznagar (V), Moinabad (M), R.R. Dist. 500 075 - T.S.

Contact No. 7893044962 / 08413235962

Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**Frequency of Meeting:** Once in a year, and when required

**Points discussed:** Complaint against faculties and students who Misbehave with their co faculties (female) and students etc. The Issues is thoroughly debated and forwarded to Management.

  
Dr. G. Kalaimani

Convener-POSH Committee

**Copy to:**

1. Principal for kind information
2. The Management for kind information
3. All HODs, IQAC



  
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Contact No. 7893044962 / 08413235962  
Website : www.drvrkwomenscollege.com

DATE: 12/10/2018

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2018-2019

### ACTION TAKEN REPORT

S.NO.	POINTS	ACTION TAKEN	STATUS
I.	<ul style="list-style-type: none"><li>To conduct programs on prevention of sexual harassment(POSH)</li></ul>	<ul style="list-style-type: none"><li>Action taken to conduct seminars on POSH and zero tolerance for sexual harassment</li></ul>	Completed Successfully
2.	<ul style="list-style-type: none"><li>To solve the complaints received</li></ul>	<ul style="list-style-type: none"><li>Action taken to resolve a complaint received on harassment based on cyber crime</li><li>Systematically solved Maintained confidentiality</li></ul>	Solved Effectively

  
Dr. G. Kalaimani

Convener-Women Empowerment Committee

### CC to:

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Aziz Nager, Moinabad, R.R. Dist.



# DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

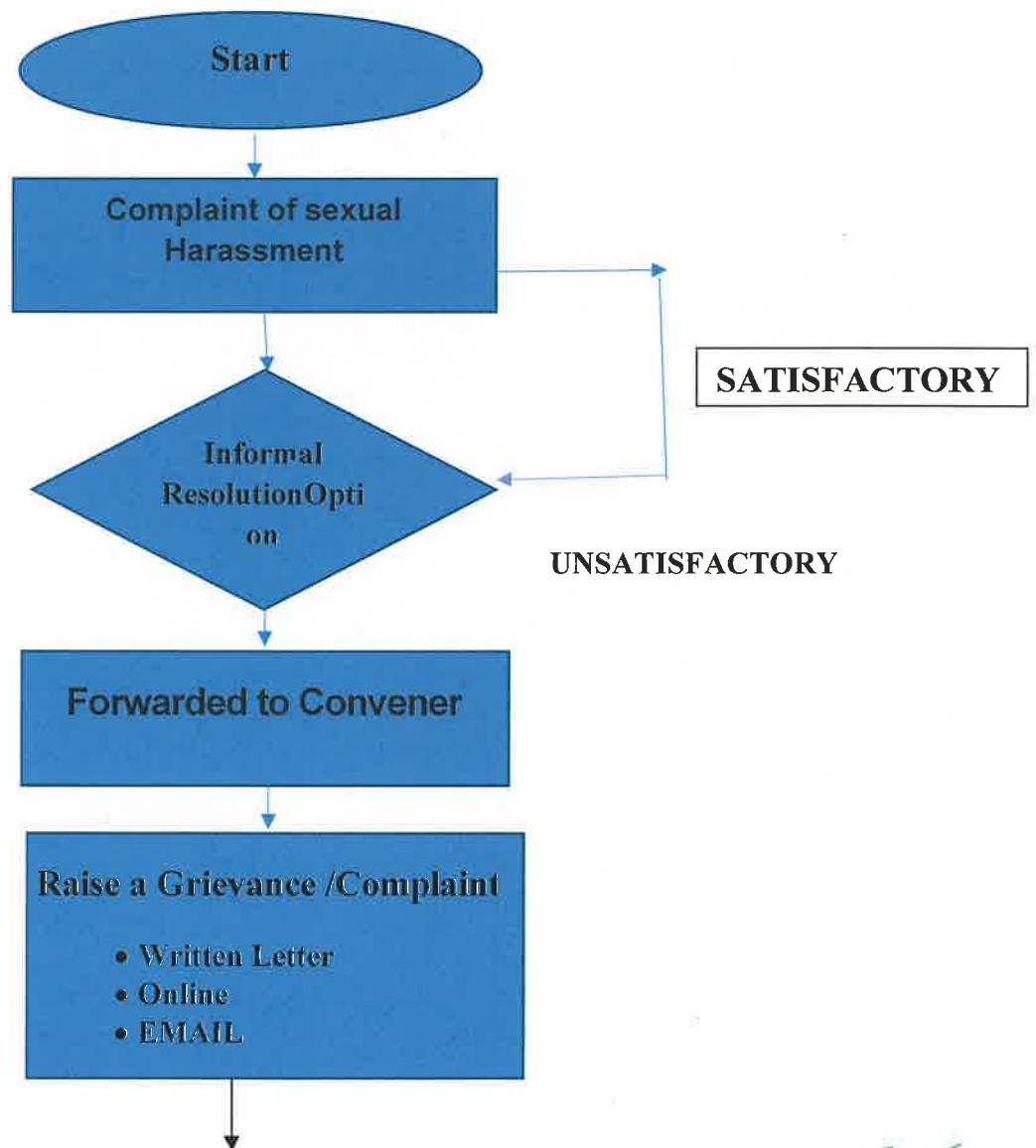
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

DATE: 12/10/2018

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2018-2019

### FLOW CHART



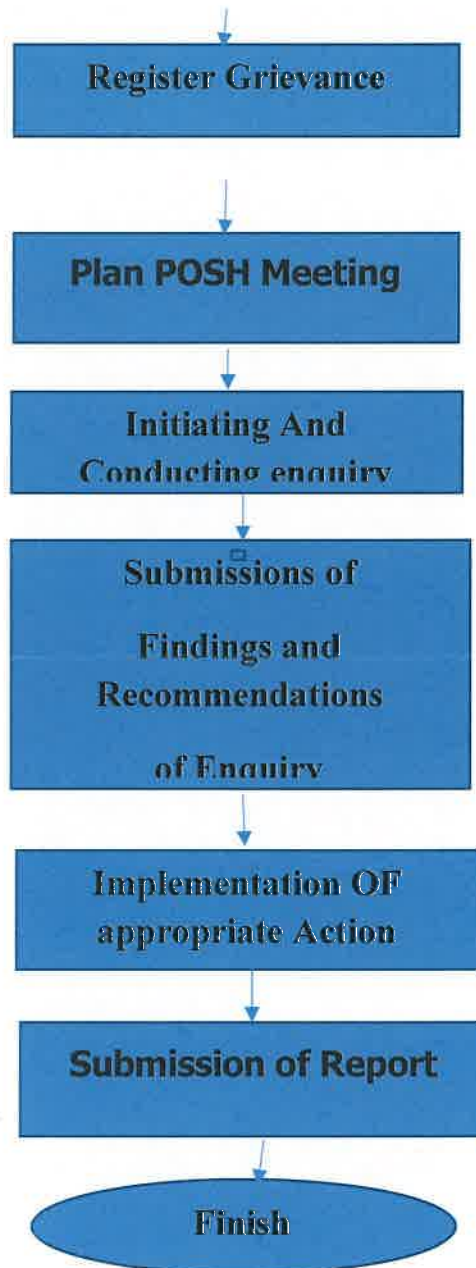
  
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DATE: 12/10/2018

### PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2018-2019

#### PERSPECTIVE PLAN

S. No.	Date of the event	Department/ Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the Event
1	-	POSH Committee	Committee Meeting	<ul style="list-style-type: none"><li>➤ Proposal to conduct seminars on POSH</li><li>➤ To solve the complaints received</li></ul>	-
2	12/10/2018	POSH Committee	Zero Tolerance for Sexual Harassment Seminar	<ul style="list-style-type: none"><li>&gt; Committee circular &amp; MOM</li><li>&gt; Request letter to principal</li><li>➤ Office circular</li><li>➤ Post event report &amp; photos</li></ul>	Rs.800
3	19/11/2018	POSH Committee	Seminar Self-confidence & POSH	<ul style="list-style-type: none"><li>➤ Committee circular &amp; MOM</li><li>&gt; Request letter to principal</li><li>&gt; Office circular</li><li>&gt; Post event report &amp; photos</li></ul>	Rs.6000

  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

4	17/12/2018	POSH Committee	Seminar on Gender Equality	<ul style="list-style-type: none"><li>➤ Committee circular &amp; MOM</li><li>➤ Request letter to principal</li><li>➤ Budget proposal</li><li>➤ Principal invitation to guest</li><li>➤ Office circular</li><li>➤ Budget Expenditure Report</li><li>➤ Post event report &amp; photos</li></ul>	-
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Dr. G. Kalaimani

**Convener-POSH Committee**

**CC to:**

1. Principal for kind information
2. The Management for kind information
3. All HODs, IQAC



  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**DATE: 12/10/2018**

## **PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2018-2019**

### **STANDARD OPERATING PROCEDURE**

**DRVRKWCET** is committed to ensure zero tolerance in regard with POSH.

#### **1. COMMITMENT**

DRVRKWCET provides hassle free workplace for every woman ensuring safety & protection. The Management of DRVRKWCET is also committed to promote a working environment that is suitable for professional growth of women employee.

#### **2. SCOPE**

The committee highlights 'The Sexual Harassment of Women at Workplace Act, 2013'. It provides protection against Sexual Harassment of Women at workplace and the prevention and redressal of complaints to all categories of employees of the organization comprising girl students, Teaching, Non-Teaching as well as supporting female staff.

#### **3. DEFINITION**

Sexual harassment may occur where a person uses sexual behavior not only to control, influence or affect the career, salary or job of a co-worker but also to spoil the personal lives of co-workers.

  
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**It includes any one or more of the following behaviors:**

- Physical contact, or
- Demand or request for sexual favors, or
- Making sexually colored remarks, or
- Showing pornography, or
- Any other indecent/vulgar physical, verbal or non-verbal conduct of sexual nature.

In the case of any mischievous experience or in relation to any certain issue, which is not covered in the above shall be dealt with in accordance with in accordance with Sexual Harassment of Women at Workplace , Act 2013.



  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**DATE: 11/10/2019**


**PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2019-2020**

**CONVENING ORDER**

The Academic Administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Prevention of Sexual Harassment Cell is constituted with the following members.

S.No	Name	Designation	Department
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. Aleemuddin Ghorl	Member	CSE
3	Dr. Prasanna Kumar R	Member	CSE
4	Dr. Shaik Saidulu	Member	ECE
5	Dr. Guguloth Ravi Kumar	Member	ECE
6	Mrs. Shaheena kamrani	Member	ECE
7	Dr. Touseef Humaira	Member	H&S
8	Dr. Jeyakumar. K	Member	EEE
9	Mr. Shaik Nagur Basha	Member	EEE
10	Dr. L. C. Manikandan	Member	CSE
11	Mrs. Mubeena Anjum	Member	CSE
12	Mr. Syed Mudassir Zeeshan	Member	EEE

  
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Contact No. 7893044962 / 08413235982  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

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**Frequency of Meeting:** Once in a year, as and when required

### **Functions and Responsibilities:**

- To address the needs of women faculty, staff & students
- To identify the personal issues so that women's will have gender equality & dignity.
- To suggest the improvements in academic performance of women faculty, staff & students.
- To resolve the grievances women faculty, staff & students.



  
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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**Date: 14/10/2019**

### PREVENTION OF SEXUAL HARASSMENT COMMITTEE

**Academic year: 2019-2020**

### CIRCULAR

This is to inform the following members of the POSH committee to gather at Seminar Hall, for a meeting at 11.00 am on 16<sup>th</sup> Oct 2019.

S. No	Name	Designation	Department
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. Aleemuddin Ghorri	Member	CSE
3	Dr. Prasanna Kumar R	Member	CSE
4	Dr. Shaik Saidulu	Member	ECE
5	Dr. Guguloth Ravi Kumar	Member	ECE
6	Mrs. Shaheena kamrani	Member	ECE
7	Dr. Touseef Humaira	Member	H&S
8	Dr. Jeyakumar. K	Member	EEE
9	Mr. Shaik Nagur Basha	Member	EEE
10	Dr. L. C. Manikandan	Member	CSE
11	Mrs. Mubeena Anjum	Member	CSE
12	Mr. Syed Mudassir Zeeshan	Member	EEE

Dr. G. Kalaimani

Convener-POSH Committee

#### CC to:

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2. The Management for kind information
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**PRINCIPAL**  
Dr. V.R.K Women's College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.



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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

DATE: 14/10/2019

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2019-2020

### Minutes of Meeting

The Minutes of the Meeting of the POSH Committee was held on 16<sup>th</sup> Oct 2019 at 2.00 pm In the Board Room ,DRVRKWCET.

S.No	Name	Designation	Department
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. Aleemuddin Ghorl	Member	CSE
3	Dr. Prasanna Kumar R	Member	CSE
4	Dr. Shaik Saidulu	Member	ECE
5	Dr. Guguloth Ravi Kumar	Member	ECE
6	Mrs. Shaheena kamrani	Member	ECE
7	Dr. Touseef Humaira	Member	H&S
8	Dr. Jeyakumar. K	Member	EEE
9	Mr. Shaik Nagur Basha	Member	EEE
10	Dr. L. C. Manikandan	Member	CSE
11	Mrs. Mubeena Anjum	Member	CSE
12	Mr. Syed Mudassir Zeeshan	Member	EEE

  
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**Frequency of Meeting:** Once in a year, and when required

**Points discussed:** Complaint against faculties and students who Misbehave with their co faculties (female) and students etc. The Issues is thoroughly debated and forwarded to Management.

  
Dr. G. Kalaimani

Convener-POSH Committee

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DATE: 16/10/2019

**PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2019-2020**

**ACTION TAKEN REPORT**

S.NO.	POINTS	ACTION TAKEN	STATUS
I.	<ul style="list-style-type: none"><li>To conduct programs on prevention of sexual harassment(POSH)</li></ul>	<ul style="list-style-type: none"><li>Action taken to conduct seminars on POSH and zero tolerance for sexual harassment</li></ul>	Completed Successfully
2.	<ul style="list-style-type: none"><li>To solve the complaints received</li></ul>	<ul style="list-style-type: none"><li>Action taken to resolve a complaint received on harassment based on cyber crime</li><li>Systematically solved Maintained confidentiality</li></ul>	Solved Effectively

  
Dr. G. Kalaimani

Convener-Women Empowerment Committee

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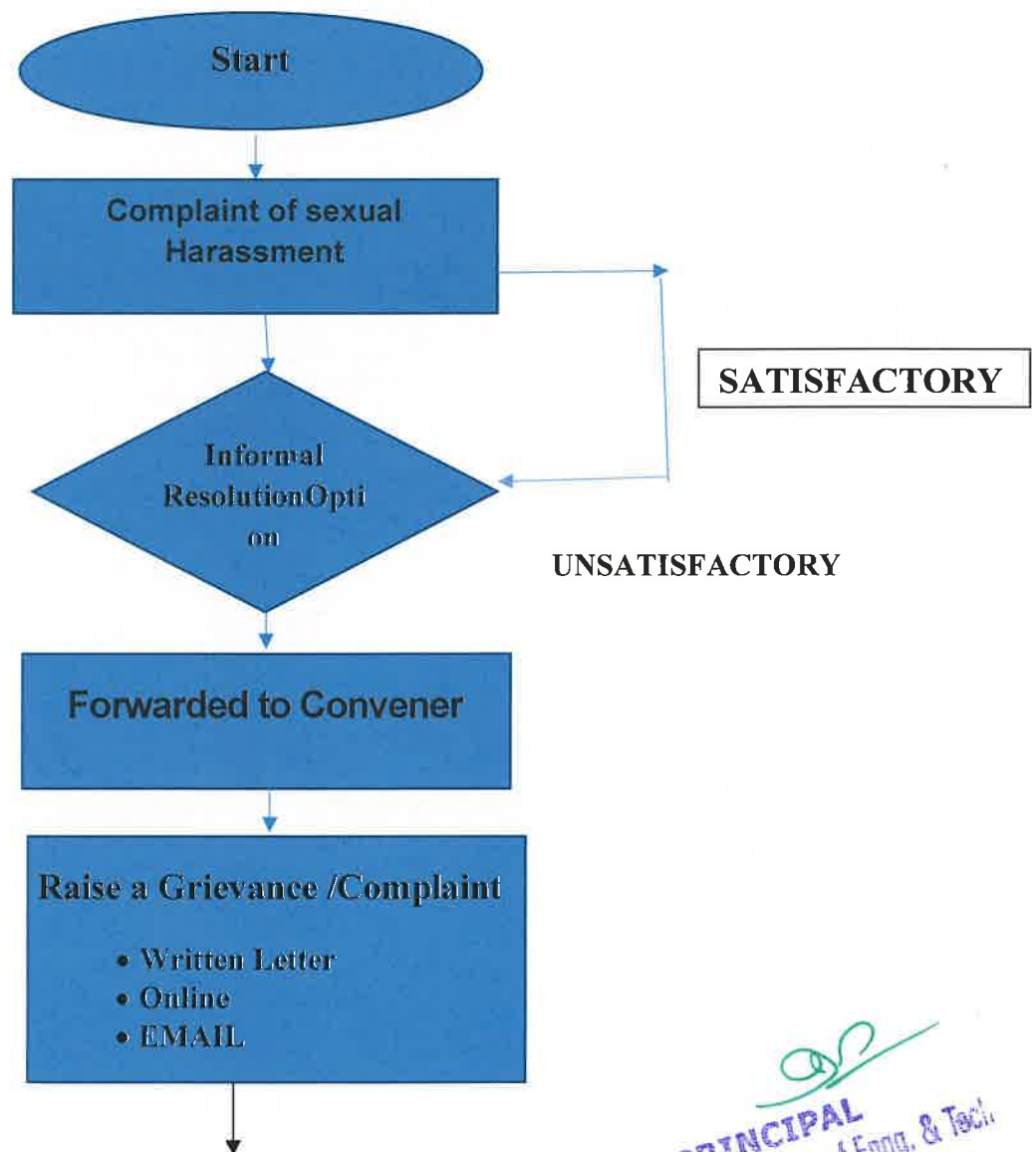
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DATE: 16/10/2019

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2019-2020

### FLOW CHART

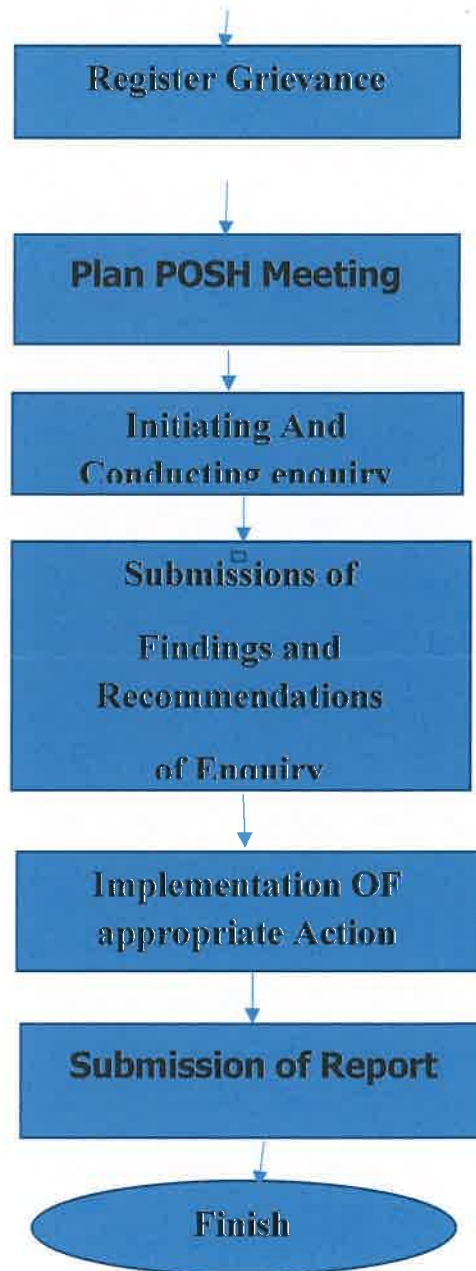


  
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DATE: 16/10/2019

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2019-2020

### PERSPECTIVE PLAN

S. No.	Date of the event	Department/ Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the Event
1	-	POSH Committee	Committee Meeting	<ul style="list-style-type: none"><li>➤ Proposal to conduct seminars on POSH</li><li>➤ To solve the complaints received</li></ul>	-
2	11/11/2019	POSH Committee	Zero Tolerance for Sexual Harassment Seminar	<ul style="list-style-type: none"><li>&gt; Committee circular &amp; MOM</li><li>&gt; Request letter to principal</li><li>➤ Office circular</li><li>➤ Post event report &amp; photos</li></ul>	Rs.800
3	16/12/2019	POSH Committee	Seminar Self-confidence & POSH	<ul style="list-style-type: none"><li>➤ Committee circular &amp; MOM</li><li>&gt; Request letter to principal</li><li>&gt; Office circular</li><li>&gt; Post event report &amp; photos</li></ul>	Rs.6000

  
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4	06/01/2020	POSH Committee	Seminar on Gender Equality	<ul style="list-style-type: none"><li>➤ Committee circular &amp; MOM</li><li>➤ Request letter to principal</li><li>➤ Budget proposal</li><li>➤ Principal invitation to guest</li><li>➤ Office circular</li><li>➤ Budget Expenditure Report</li><li>➤ Post event report &amp; photos</li></ul>	
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Dr. G. Kalamani

**Convener-POSH Committee**

**CC to:**

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DATE: 16/10/2019

## **PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2019-2020**

### **STANDARD OPERATING PROCEDURE**

**DRVRKWCET** is committed to ensure zero tolerance in regard with POSH.

#### **1. COMMITMENT**

DRVRKWCET provides hassle free workplace for every woman ensuring safety & protection. The Management of DRVRKWCET is also committed to promote a working environment that is suitable for professional growth of women employee.

#### **2. SCOPE**

The committee highlights 'The Sexual Harassment of Women at Workplace Act, 2013'. It provides protection against Sexual Harassment of Women at workplace and the prevention and redressal of complaints to all categories of employees of the organization comprising girl students, Teaching, Non-Teaching as well as supporting female staff.

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- Any other indecent/vulgar physical, verbal or non-verbal conduct of sexual nature.

In the case of any mischievous experience or in relation to any certain issue, which is not covered in the above shall be dealt with in accordance with Sexual Harassment of Women at Workplace , Act 2013.



  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**DATE: 25/1/2021**

**PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2020-2021**

**CONVENING ORDER**

The Academic Administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Prevention of Sexual Harassment Cell is constituted with the following members.

S. No	Name	Designation	Department
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. Aleemuddin Ghori	Member	CSE
3	Dr. M. Anbarasan	Member	CSE
4	Dr. Shaik Saidulu	Member	ECE
5	Dr. Guguloth Ravi Kumar	Member	ECE
6	Mrs. Shaheena kamrani	Member	ECE
7	Dr. Touseef Humaira	Member	H&S
8	Dr. Jeyakumar. K	Member	EEE
9	Mr. Shaik Nagur Basha	Member	EEE
10	Dr. L. C. Manikandan	Member	CSE
11	Mrs. Mubeena Anjum	Member	CSE
12	Mr. Syed Mudassir Zeeshan	Member	EEE

**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech  
Nagar, Moinabad, R.R. Dist.



## **DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY**

Approved by AICTE & Premitted by Government of Telangana State  
Affiliated to Jawaharlal Nehru Technological University Hyderabad

Aziznagar (V), Moinabad (M), R.R. Dist. 500 075 - T.S.

Contact No. 7893044962 / 08413235962

Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**Frequency of Meeting:** Once in a year, as and when required

### **Functions and Responsibilities:**

- To address the needs of women faculty, staff & students
- To identify the personal issues so that women's will have gender equality & dignity.
- To suggest the improvements in academic performance of women faculty, staff & students.
- To resolve the grievances women faculty, staff & students.



  
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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**Date: 27/1/2021**

### PREVENTION OF SEXUAL HARASSMENT COMMITTEE

**Academic year: 2020-2021**

### CIRCULAR

This is to inform the following members of the POSH committee to gather at Seminar Hall, for a meeting at 11.00 am on 30<sup>th</sup> Jan 2021.

S.No	Name	Designation	Department
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. Aleemuddin Ghorri	Member	CSE
3	Dr. M. Anbarasan	Member	CSE
4	Dr. Shaik Saidulu	Member	ECE
5	Dr. Guguloth Ravi Kumar	Member	ECE
6	Mrs. Shaheena kamrani	Member	ECE
7	Dr. Touseef Humaira	Member	H&S
8	Dr. Jeyakumar. K	Member	EEE
9	Mr. Shaik Nagur Basha	Member	EEE
10	Dr. L. C. Manikandan	Member	CSE
11	Mrs. Mubeena Anjum	Member	CSE
12	Mr. Syed Mudassir Zeeshan	Member	EEE

Dr. G. Kalaimani

Convener-POSH Committee

**CC to:**

1. Principal for kind information
2. The Management for kind information
3. All HODs, IQAC



**PRINCIPAL**  
Dr. V.R.K Women's College of Engg. & Tech.  
Moinabad, R.R. Dist.





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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**DATE: 30/1/2021**


### **PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2020-2021**

#### **Minutes of Meeting**

The Minutes of the Meeting of the POSH Committee was held on 30<sup>th</sup> Jan 2021 at 2.00 pm In the Board Room, DRVRKWCET.

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Department</b>
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. Aleemuddin Ghorl	Member	CSE
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4	Dr. Shaik Saidulu	Member	ECE
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**Frequency of Meeting:** Once in a year, and when required

**Points discussed:** Complaint against faculties and students who Misbehave with their co faculties (female) and students etc. The Issues is thoroughly debated and forwarded to Management.

Dr. G. Kalaimani

Convener-POSH Committee

**Copy to:**

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DATE: 30/1/2021

**PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2020-2021**

**ACTION TAKEN REPORT**

S.NO.	POINTS	ACTION TAKEN	STATUS
I.	<ul style="list-style-type: none"><li>To conduct programs on prevention of sexual harassment(POSH)</li></ul>	<ul style="list-style-type: none"><li>Action taken to conduct seminars on POSH and zero tolerance for sexual harassment</li></ul>	Completed Successfully
2.	<ul style="list-style-type: none"><li>To solve the complaints received</li></ul>	<ul style="list-style-type: none"><li>Action taken to resolve a complaint received on harassment based on cyber crime</li><li>Systematically solved Maintained confidentiality</li></ul>	Solved Effectively

Dr. G. Kalaimani

Convener-Women Empowerment Committee

**CC to:**

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Dr. VRK Womens College of Engg. & Tech  
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# DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

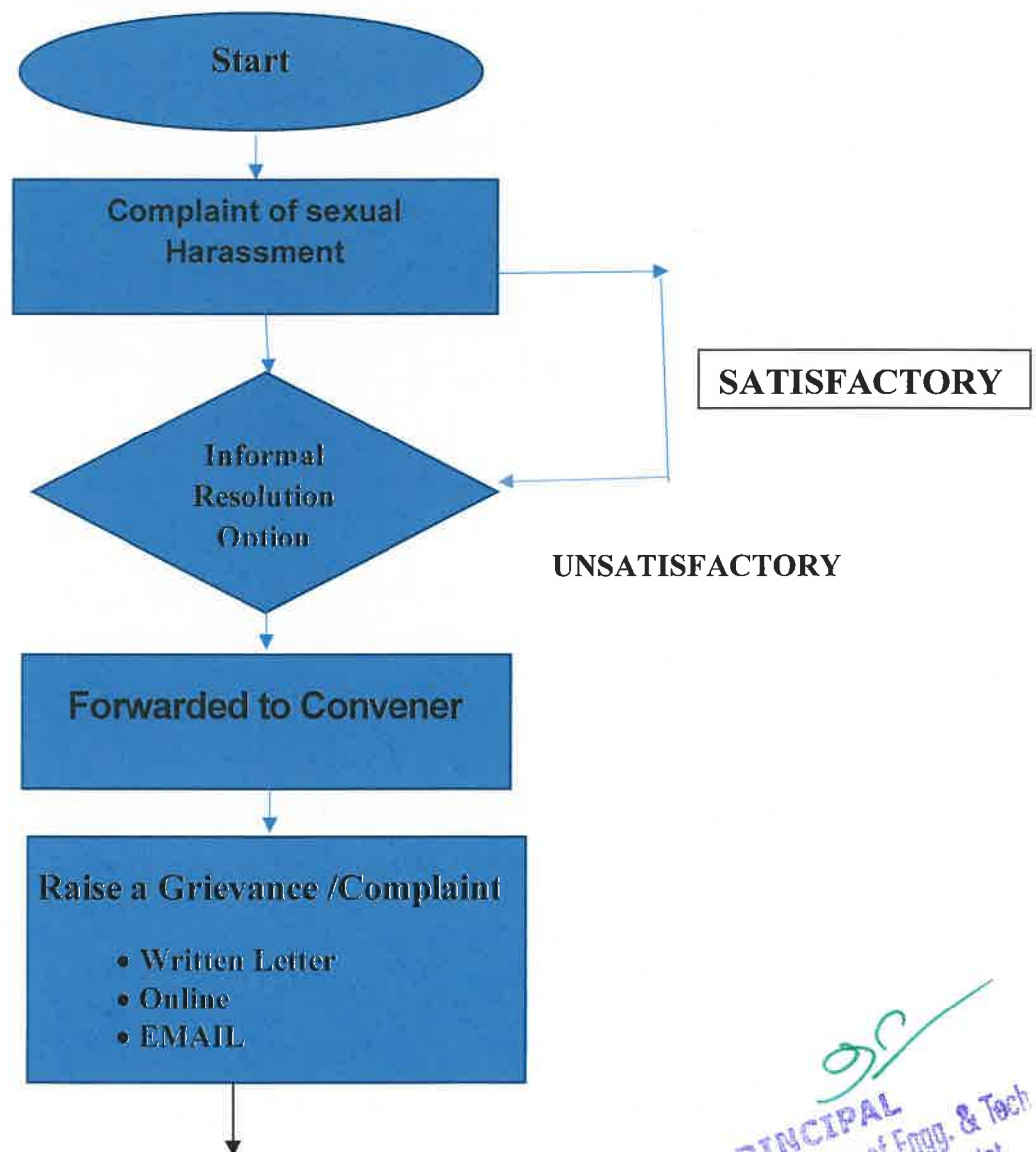
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

DATE: 30/1/2021

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2018-2019

### FLOW CHART



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## DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

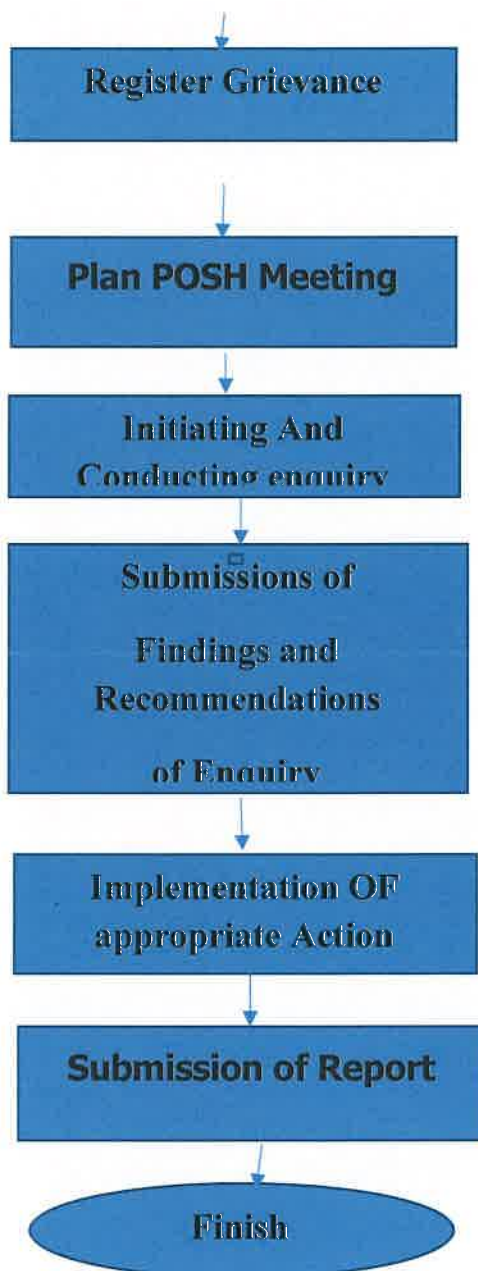
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DATE: 30/01/2021

**PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2020-2021**

**PERSPECTIVE PLAN**

S. No.	Date of the event	Department/ Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the Event
1	-	POSH Committee	Committee Meeting	<ul style="list-style-type: none"><li>➤ Proposal to conduct seminars on POSH</li><li>➤ To solve the complaints received</li></ul>	-
2	03/02/2021	POSH Committee	Zero Tolerance for Sexual Harassment Seminar	<ul style="list-style-type: none"><li>&gt; Committee circular &amp; MOM</li><li>&gt; Request letter to principal</li><li>➤ Office circular</li><li>➤ Post event report &amp; photos</li></ul>	Rs.800
3	09/03/2021	POSH Committee	Seminar Self-confidence & POSH	<ul style="list-style-type: none"><li>➤ Committee circular &amp; MOM</li><li>&gt; Request letter to principal</li><li>&gt; Office circular</li><li>&gt; Post event report &amp; photos</li></ul>	Rs.6000

  
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4	01/04/2021	POSH Committee	Seminar on Gender Equality	<ul style="list-style-type: none"><li>➤ Committee circular &amp; MOM</li><li>➤ Request letter to principal</li><li>&gt; Budget proposal</li><li>➤ Principal invitation to guest</li><li>&gt; Office circular</li><li>➤ Budget Expenditure Report</li><li>➤ Post event report &amp; photos</li></ul>	
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Dr. G. Kalaimani

**Convener-POSH Committee**

### CC to:

1. Principal for kind information
2. The Management for kind information
3. All HODs, IQAC



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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**DATE: 30/01/2021**

### **PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2020-2021**

#### **STANDARD OPERATING PROCEDURE**

**DRVRKWCET** is committed to ensure zero tolerance in regard with POSH.

#### **1. COMMITMENT**

DRVRKWCET provides hassle free workplace for every woman ensuring safety & protection. The Management of DRVRKWCET is also committed to promote a working environment that is suitable for professional growth of women employee.

#### **2. SCOPE**

The committee highlights 'The Sexual Harassment of Women at Workplace Act, 2013'. It provides protection against Sexual Harassment of Women at workplace and the prevention and redressal of complaints to all categories of employees of the organization comprising girl students, Teaching, Non-Teaching as well as supporting female staff.

#### **3. DEFINITION**

Sexual harassment may occur where a person uses sexual behavior not only to control, influence or affect the career, salary or job of a co-worker but also to spoil the personal lives of co-workers.

  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**It includes any one or more of the following behaviors:**

- Physical contact, or
- Demand or request for sexual favors, or
- Making sexually colored remarks, or
- Showing pornography, or
- Any other indecent/vulgar physical, verbal or non-verbal conduct of sexual nature.

In the case of any mischievous experience or in relation to any certain issue, which is not covered in the above shall be dealt with in accordance with in accordance with Sexual Harassment of Women at Workplace , Act 2013.



  
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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

DATE: 21/01/2022

### PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2021-2022

#### CONVENING ORDER

The Academic Administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Prevention of Sexual Harassment Cell is constituted with the following members.

S.No	Name	Designation	Department
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. Aleemuddin Ghor	Member	CSE
3	Dr. E. Seshatheri	Member	CSE
4	Dr. Shaik Saidulu	Member	ECE
5	Dr. Guguloth Ravi Kumar	Member	ECE
6	Mrs. Shaheena kamrani	Member	ECE
7	Dr. Touseef Humaira	Member	H&S
8	Dr. Jeyakumar. K	Member	EEE
9	Mr. Shaik Nagur Basha	Member	EEE
10	Dr. L. C. Manikandan	Member	CSE
11	Mrs. Mubeena Anjum	Member	CSE
12	Mr. Syed Mudassir Zeeshan	Member	EEE

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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**Frequency of Meeting:** Once in a year, as and when required

### **Functions and Responsibilities:**

- To address the needs of women faculty, staff & students
- To identify the personal issues so that women's will have gender equality & dignity.
- To suggest the improvements in academic performance of women faculty, staff & students.
- To resolve the grievances women faculty, staff & students.

  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 24/01/2022

### PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2018-2019

### CIRCULAR

This is to inform the following members of the POSH committee to gather at Seminar Hall, for a meeting at 11.00 am on 28<sup>th</sup> Jan 2022

S. No	Name	Designation	Department
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. Aleemuddin Ghor	Member	CSE
3	Dr. E. Seshatheri	Member	CSE
4	Dr. Shaik Saidulu	Member	ECE
5	Dr. Guguloth Ravi Kumar	Member	ECE
6	Mrs. Shaheena kamrani	Member	ECE
7	Dr. Touseef Humaira	Member	H&S
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9	Mr. Shaik Nagur Basha	Member	EEE
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12	Mr. Syed Mudassir Zeeshan	Member	EEE

Dr. G. Kalaimani

Convener-POSH Committee

#### CC to:

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PRINCIPAL  
Dr. V.R.K Women's College of Engg. & Tech  
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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

DATE: 28/01/2022


## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2021-2022

### Minutes of Meeting

The Minutes of the Meeting of the POSH Committee was held on 28<sup>th</sup> Jan 2022 at 2.00 pm. In the Board Room, DRVRKW CET.

S.No	Name	Designation	Department
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. Aleemuddin Ghorri	Member	CSE
3	Dr. E. Seshatheri	Member	CSE
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**Frequency of Meeting:** Once in a year, and when required

**Points discussed:** Complaint against faculties and students who Misbehave with their co faculties (female) and students etc. The Issues is thoroughly debated and forwarded to Management.

Dr. G. Kalamani

Convener-POSH Committee

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DATE: 28/01/2022

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2021-2022

### ACTION TAKEN REPORT

S.NO.	POINTS	ACTION TAKEN	STATUS
I.	<ul style="list-style-type: none"><li>To conduct programs on prevention of sexual harassment(POSH)</li></ul>	<ul style="list-style-type: none"><li>Action taken to conduct seminars on POSH and zero tolerance for sexual harassment</li></ul>	Completed Successfully
2.	<ul style="list-style-type: none"><li>To solve the complaints received</li></ul>	<ul style="list-style-type: none"><li>Action taken to resolve a complaint received on harassment based on cyber crime</li><li>Systematically solved Maintained confidentiality</li></ul>	Solved Effectively

Dr. G. Kalaimani

Convener-Women Empowerment Committee

CC to:

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PRINCIPAL  
Dr. V.R.K Women's College of Engg. & Tech  
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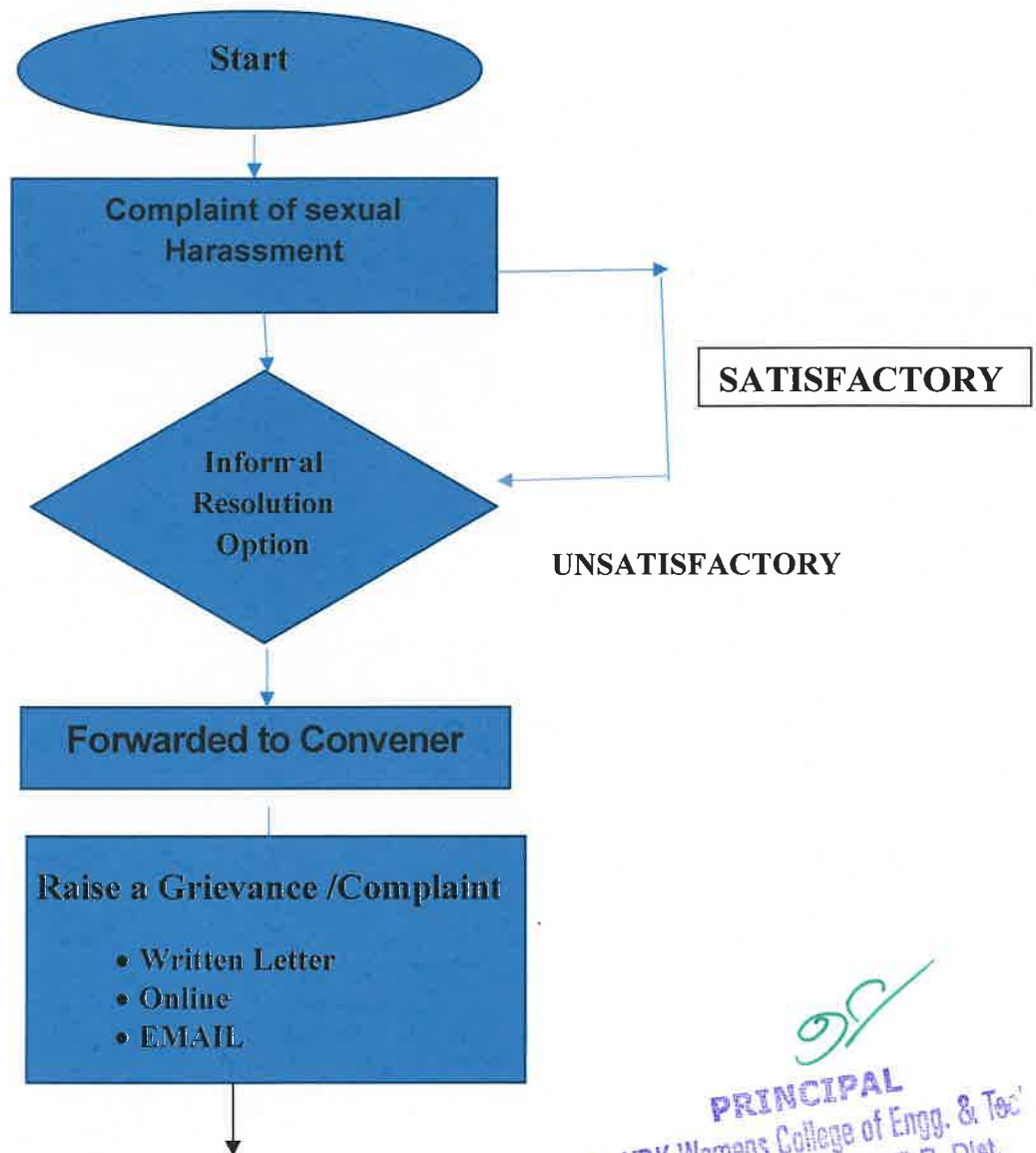
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

DATE: 30/01/2022

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2021-2022

### FLOW CHART

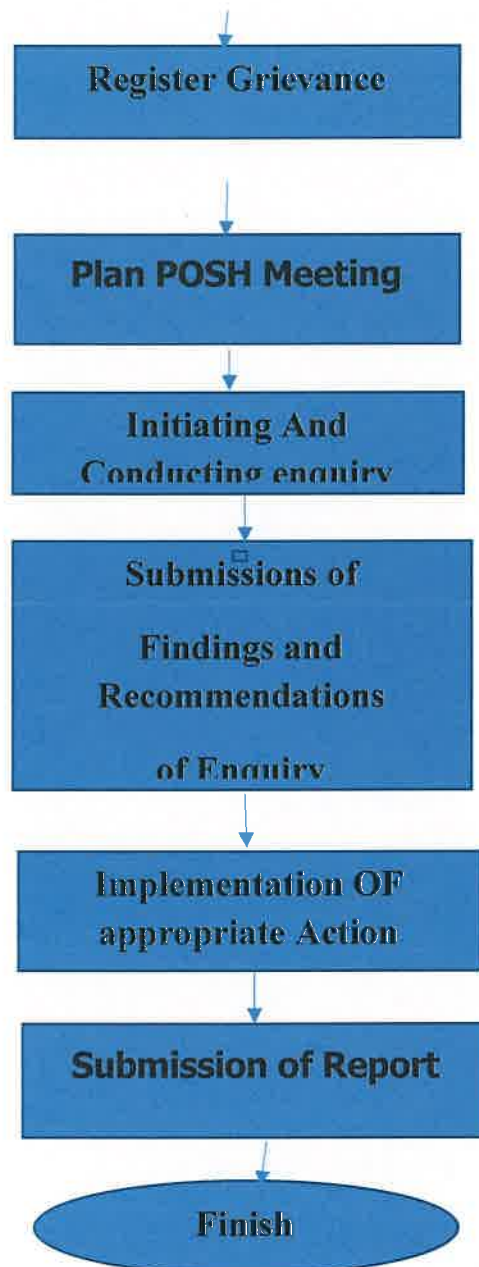


  
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DATE: 28/01/2022

### PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2021-2022

### PERSPECTIVE PLAN

S. No.	Date of the event	Department/ Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the Event
1	-	POSH Committee	Committee Meeting	<ul style="list-style-type: none"><li>➤ Proposal to conduct seminars on POSH</li><li>➤ To solve the complaints received</li></ul>	-
2	03/03/2022	POSH Committee	Zero Tolerance for Sexual Harassment Seminar	<ul style="list-style-type: none"><li>&gt; Committee circular &amp; MOM</li><li>&gt; Request letter to principal</li><li>➤ Office circular</li><li>➤ Post event report &amp; photos</li></ul>	Rs.800
3	04/04/2022	POSH Committee	Seminar Self-confidence & POSH	<ul style="list-style-type: none"><li>➤ Committee circular &amp; MOM</li><li>&gt; Request letter to principal</li><li>&gt; Office circular</li><li>&gt; Post event report &amp; photos</li></ul>	Rs.6000

  
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Dr. VRK Womens College of Engg. & Tec.,  
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## DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

4	09/05/2022	POSH Committee	Seminar on Gender Equality	<ul style="list-style-type: none"><li>➤ Committee circular &amp; MOM</li><li>➤ Request letter to principal</li><li>&gt; Budget proposal</li><li>➤ Principal invitation to guest</li><li>&gt; Office circular</li><li>➤ Budget Expenditure Report</li><li>➤ Post event report &amp; photos</li></ul>	
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Dr. G. Kalaimani

**Convener-POSH Committee**

**CC to:**

1. Principal for kind information
2. The Management for kind information
3. All HODs, IQAC



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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

DATE: 28/01/2022

## **PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2018-2019**

### **STANDARD OPERATING PROCEDURE**

**DRVRKWCET** is committed to ensure zero tolerance in regard with POSH.

#### **1. COMMITMENT**


DRVRKWCET provides hassle free workplace for every woman ensuring safety & protection. The Management of DRVRKWCET is also committed to promote a working environment that is suitable for professional growth of women employee.

#### **2. SCOPE**

The committee highlights 'The Sexual Harassment of Women at Workplace Act, 2013'. It provides protection against Sexual Harassment of Women at workplace and the prevention and redressal of complaints to all categories of employees of the organization comprising girl students, Teaching, Non-Teaching as well as supporting female staff.

#### **3. DEFINITION**

Sexual harassment may occur where a person uses sexual behavior not only to control, influence or affect the career, salary or job of a co-worker but also to spoil the personal lives of co-workers.

  
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**It includes any one or more of the following behaviors:**

- Physical contact, or
- Demand or request for sexual favors, or
- Making sexually colored remarks, or
- Showing pornography, or
- Any other indecent/vulgar physical, verbal or non-verbal conduct of sexual nature.

In the case of any mischievous experience or in relation to any certain issue, which is not covered in the above shall be dealt with in accordance with Sexual Harassment of Women at Workplace , Act 2013.



  
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**DATE: 23/01/2023**

### **PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2022-2023**

#### **CONVENING ORDER**

The Academic Administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Prevention of Sexual Harassment Cell is constituted with the following members.

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Department</b>
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. C. Berin Jones	Member	CSE
3	Dr. E. Seshatheri	Member	CSE
4	Dr. Shaik Saidulu	Member	ECE
5	Dr. Guguloth Ravi Kumar	Member	ECE
6	Mrs. Shaheena kamrani	Member	ECE
7	Dr. Touseef Humaira	Member	H&S
8	Dr. Jeyakumar. K	Member	CSE
9	Mr. Shaik Nagur Basha	Member	EEE
10	Dr. L. C. Manikandan	Member	CSE
11	Mrs. Mubeena Anjum	Member	CSE
12	Mr. Syed Mudassir Zeeshan	Member	EEE

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Contact No. 7893044962 / 08413235962

Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**Frequency of Meeting:** Once in a year, as and when required

### **Functions and Responsibilities:**

- To address the needs of women faculty, staff & students
- To identify the personal issues so that women's will have gender equality & dignity.
- To suggest the improvements in academic performance of women faculty, staff & students.
- To resolve the grievances women faculty, staff & students.



  
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Contact No. 7893044962 / 08413235962  
Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

Date: 27/1/2023

### PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2022-2023

### CIRCULAR

This is to inform the following members of the POSH committee to gather at Seminar Hall, for a meeting at 11.00 am on 31<sup>st</sup> Jan 2023

S. No	Name	Designation	Department
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. C. Berin Jones	Member	CSE
3	Dr. E. Seshatheri	Member	CSE
4	Dr. Shaik Saidulu	Member	ECE
5	Dr. Guguloth Ravi Kumar	Member	ECE
6	Mrs. Shaheena kamrani	Member	ECE
7	Dr. Touseef Humaira	Member	H&S
8	Dr. Jeyakumar. K	Member	CSE
9	Mr. Shaik Nagur Basha	Member	EEE
10	Dr. L. C. Manikandan	Member	CSE
11	Mrs. Mubeena Anjum	Member	CSE
12	Mr. Syed Mudassir Zeeshan	Member	EEE

Dr. G. Kalaimani

Convener-POSH Committee

CC to:

1. Principal for kind information
2. The Management for kind information
3. All HODs, IQAC



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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**DATE: 30/01/2023**


### **PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2022-2023**

#### **Minutes of Meeting**

The Minutes of the Meeting of the POSH Committee was held on 31<sup>st</sup> Jan 2023 at 2.00 pm In the Board Room, DRVRKWCET.

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Department</b>
1	Dr. G Kalaimani	Convener [committee]	CSE
2	Dr. C. Berin Jones	Member	CSE
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Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

**Frequency of Meeting:** Once in a year, and when required

**Points discussed:** Complaint against faculties and students who Misbehave with their co faculties (female) and students etc. The Issues is thoroughly debated and forwarded to Management.

Dr. G. Kalaimani

Convener-POSH Committee

**Copy to:**

1. Principal for kind information
2. The Management for kind information
3. All HODs, IQAC



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DATE: 28/01/2023

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2022-2023

### ACTION TAKEN REPORT

S.NO.	POINTS	ACTION TAKEN	STATUS
I.	<ul style="list-style-type: none"><li>To conduct programs on prevention of sexual harassment(POSH)</li></ul>	<ul style="list-style-type: none"><li>Action taken to conduct seminars on POSH and zero tolerance for sexual harassment</li></ul>	Completed Successfully
2.	<ul style="list-style-type: none"><li>To solve the complaints received</li></ul>	<ul style="list-style-type: none"><li>Action taken to resolve a complaint received on harassment based on cyber crime</li><li>Systematically solved Maintained confidentiality</li></ul>	Solved Effectively

  
Dr. G. Kalaimani

Convener-Women Empowerment Committee

CC to:

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2. The Management for kind information
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# DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

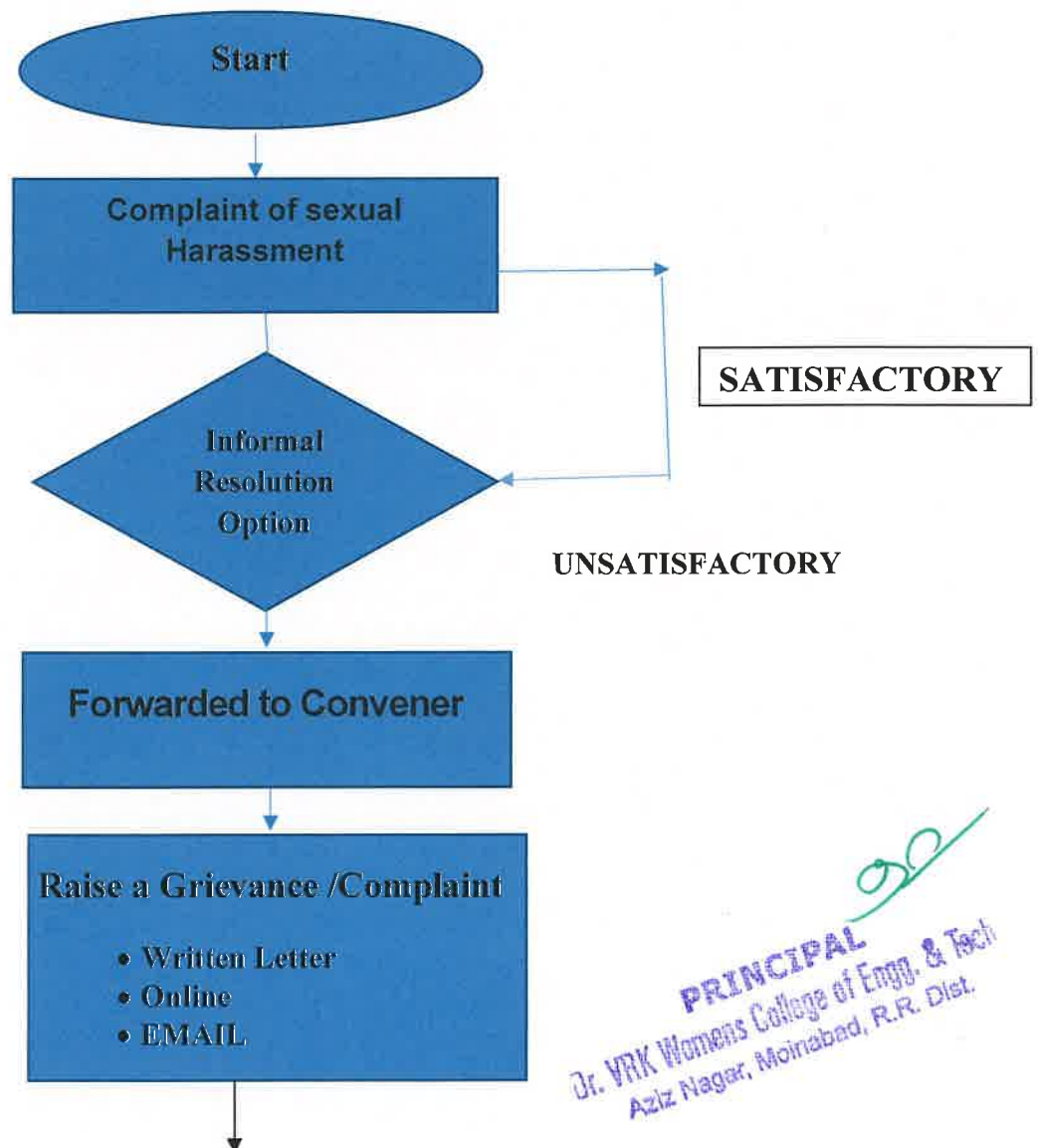
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DATE: 31/01/2023

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2022-2023

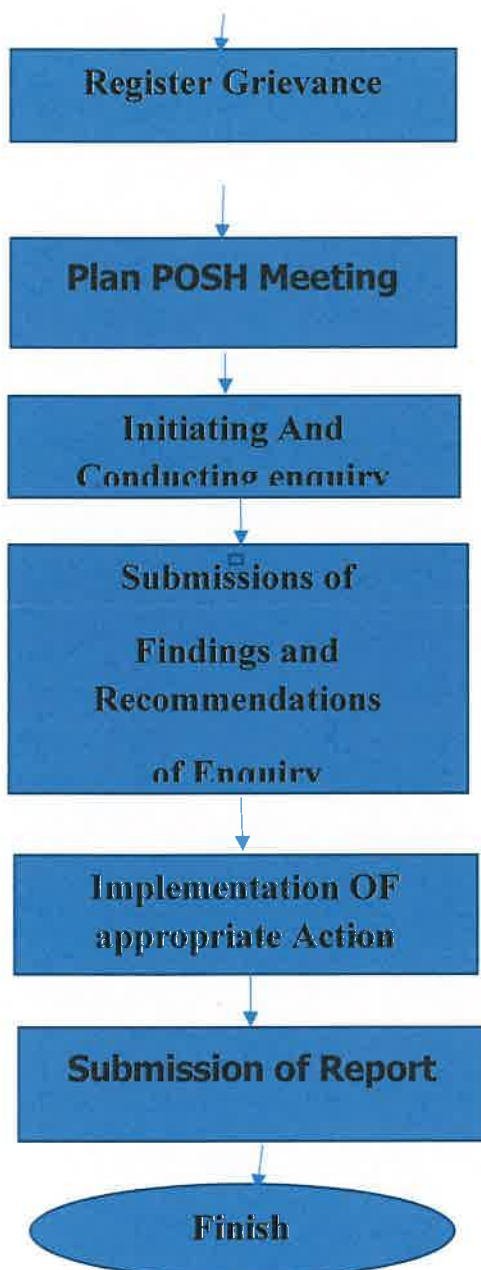
### FLOW CHART





## DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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DATE: 31/01/2023

## PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Academic year: 2022-2023

### PERSPECTIVE PLAN

S. No.	Date of the event	Department/ Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the Event
1	-	POSH Committee	Committee Meeting	<ul style="list-style-type: none"><li>➤ Proposal to conduct seminars on POSH</li><li>➤ To solve the complaints received</li></ul>	-
2	06/03/2023	POSH Committee	Zero Tolerance for Sexual Harassment Seminar	<ul style="list-style-type: none"><li>&gt; Committee circular &amp; MOM</li><li>&gt; Request letter to principal</li><li>➤ Office circular</li><li>➤ Post event report &amp; photos</li></ul>	Rs.800
3	03/04/2023	POSH Committee	Seminar Self-confidence & POSH	<ul style="list-style-type: none"><li>➤ Committee circular &amp; MOM</li><li>&gt; Request letter to principal</li><li>&gt; Office circular</li><li>&gt; Post event report &amp; photos</li></ul>	Rs.6000

  
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4	08/05/2023	POSH Committee	Seminar on Gender Equality	<ul style="list-style-type: none"><li>➤ Committee circular &amp; MOM</li><li>➤ Request letter to principal</li><li>&gt; Budget proposal</li><li>➤ Principal invitation to guest</li><li>&gt; Office circular</li><li>➤ Budget Expenditure Report</li><li>➤ Post event report &amp; photos</li></ul>	
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Dr. G. Kafamani

**Convener-POSH Committee**

### CC to:

1. Principal for kind information
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3. All HODs, IQAC



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**DATE: 31/01/2023**

## **PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

**Academic year: 2022-2023**

### **STANDARD OPERATING PROCEDURE**

**DRVRKWCET** is committed to ensure zero tolerance in regard with POSH.

#### **1. COMMITMENT**


DRVRKWCET provides hassle free workplace for every woman ensuring safety & protection. The Management of DRVRKWCET is also committed to promote a working environment that is suitable for professional growth of women employee.

#### **2. SCOPE**

The committee highlights 'The Sexual Harassment of Women at Workplace Act, 2013'. It provides protection against Sexual Harassment of Women at workplace and the prevention and redressal of complaints to all categories of employees of the organization comprising girl students, Teaching, Non-Teaching as well as supporting female staff.

#### **3. DEFINITION**

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- Physical contact, or
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- Showing pornography, or
- Any other indecent/vulgar physical, verbal or non-verbal conduct of sexual nature.

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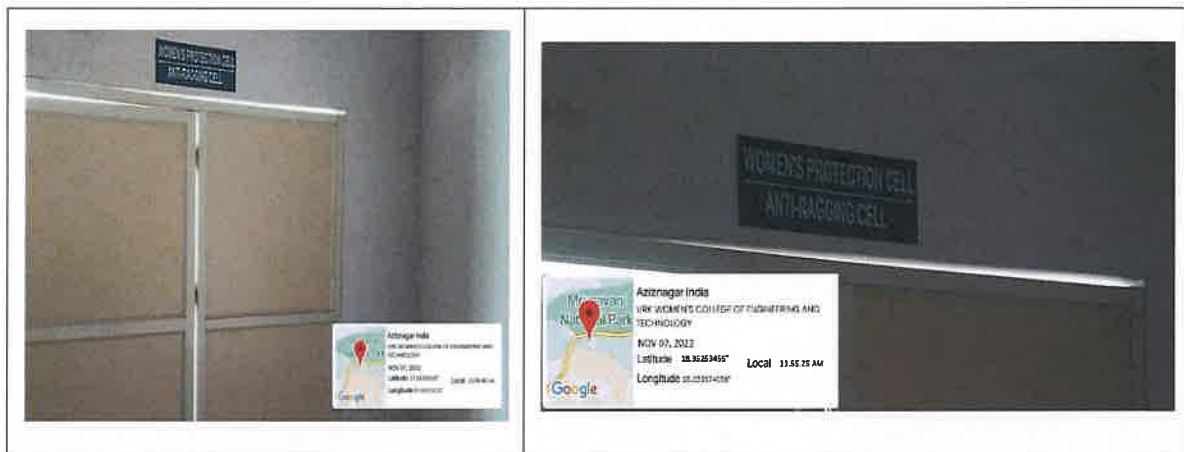
  
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**Dr. VRK Womens College of Engg. & Tech**  
Aziz Nagar, Moinabad, R.R. Dist

## Women's Protection Cell & Anti Ragging cell

Our College provides Women's Protection Cell to help maintain a harmonious atmosphere at the College, to enable women to pursue their work with dignity and reassurance and the members are always available in need.



  
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[GOVERNING COUNCIL](#)  
[ORGANIZATION CHART](#)  
[SERVICE RULES](#)  
[COMPLAINT REGISTRATION](#)

### Complaint Registration


**Name (Required)** **Email Address (Required)**

**Message (Required)**

**CAPTCHA**

☐ I'm not a robot

Online complaint facility of Dr. V.R.K. Women's College of Engineering and Technology  
And link of the same [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

  
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