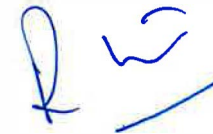


Annul Report on Student Grievances

S.NO	Academic Year	Nature of Complaint	Number of Stuedents Involved	Action taken
1	2022-23	Fake ID Card	1	Rusticating Student For one Year
2	2022-23	Indiscipline activity	1	One month Academic Suspension
3	2022-23	Student Fight	4	One week Academic Suspension
4	2022-23	Indiscipline activity	4	One week Academic Suspension
5	2022-23	Indiscipline activity	2	One week Academic Suspension
6	2022-23	Indiscipline activity	2	Three days Academic Suspension
7	2022-23	Indiscipline activity	2	One week Academic suspension
8	2022-23	Indiscipline activity	4	One week Academic suspension
9	2022-23	Indiscipline activity	1	One week Academic suspension
10	2022-23	Indiscipline activity	3	One week Academic suspension
11	2022-23	Indiscipline activity	3	Barred from the end term examinations
12	2022-23	Indiscipline activity	1	Rusticated for one year
13	2021-22	-	Online classes due to covid	-
14	2020-21	-	Online classes due to covid	-
15	2019-20	-	NIL	-
16	2018-19	-	NIL	-



Directorate of Student Affairs
 SRM University-AP, Andhra Pradesh
 Neerukonda, Guntur District,
 Andhra Pradesh, Pincode-522240.

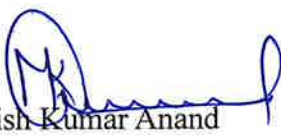
Declaration

To hereby inform you as a university, we have below complaints to the institute's internal complaints committee (ICC)

Category of complaints	No. of complaints
POSH	3
Code of Conduct Violation	5

We have taken the necessary actions as per the university's code of conduct policy and internal complaints committee recommendations.

As these are sensitive and confidential complaints, hence, we will provide the necessary information as and when required.



Manish Kumar Anand

Director HR



R Prem Kumar

Registrar

Dr. R. PREMKUMAR
REGISTRAR
SRM UNIVERSITY - AP
Andhra Pradesh - 522240

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP/Reg. Off/Notification/03/2023-24

05th July 2023

NOTIFICATION

Sub: Reconstitution of Student Disciplinary Committee - Reg.

Ref: SRMAP/Reg. Off/Notification/25/2021-22, dated: 05th January 2022

In continuation to the above cited reference, the Competent Authority of the University has been pleased for the reconstitution of the Student Disciplinary Committee with the following members:

Sl. No	Student Disciplinary Committee	Position
1	Prof. Siva Sankar Yellampalli, Director - Admissions	Chairman
2	Mr Anup Singh Suryavanshi, Director - Campus Life and Maintenance	Member
3	Dr. Maheshwar Dwivedy, Associate Dean - Practice School & Associate Professor - Department of Mechanical Engineering	Member
4	Dr. Satish Anamalamudi, Assistant Professor - Department of Computer Science and Engineering	Member
5	Dr. R. Manjula, Assistant Professor - Department of Computer Science and Engineering	Member
6	Dr. Ranjana Mehta, Assistant Professor - Department of Mathematics	Member
7	Dr Shoji D Thottathil, Assistant Professor - Department of Environmental Science and Engineering	Member
8	Dr. Saleti Sumalatha, Assistant Professor - Department of Computer Science and Engineering	Member
9	Ms. B. Revathi, Assistant Director - Student Affairs	Member-Convener

Terms of Reference:

1. This committee shall deal with the Students' Disciplinary matters.
2. This committee shall come into force with immediate effect and is valid until further orders.


Registrar

To:

The Chairperson and members of the Student Disciplinary Committee

Copy to:

1. PS to Vice Chancellor
2. PS to Registrar

Dr. R. PREMKUMAR
REGISTRAR
SRM UNIVERSITY - AP
Andhra Pradesh - 522240

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP/Reg. Off/Notification/25/2021-22

05th January 2022

NOTIFICATION

Sub: Updation of Members of Student Disciplinary Committee - Reg.

Ref: SRM - AP / Student Disciplinary Committee / 2019 - 2020 / 12 / Dated: 16.12.2019

In continuation to the above cited reference, the Competent Authority of the University has been pleased for the Updation of Members of the Student Disciplinary Committee with the following members:

Sl. No	Student Disciplinary Committee	Position
1	Prof. Siva Sankar Yellampalli Director - Admissions	Chairman
2	Wg Cdr S Venkataachalam Director - Campus Life and Maintenance	Member
3	Dr. Jatindra Kumar Dash Department of Computer Science and Engineering	Member
4	Dr. Venkat Nori Department of Mechanical Engineering	Member
5	Dr. Satish Anamalamudi Department of Computer Science and Engineering	Member
6	Dr. Nimai Mishra Department of Chemistry	Member
7	Dr. R. Manjula Department of Computer Science and Engineering	Member
8	Dr. Ranjana Mehta Department of Mathematics	Member
9	Dr Shoji D Thottathil Department of Environmental Science	Member
10	Dr. Saleti Sumalatha Department of Computer Science and Engineering	Member
11	Ms. B. Revathi Assistant Director - Student Affairs	Member- Convener

Terms of Reference:

1. This committee shall deal with the Students' Disciplinary matters.
2. This committee shall come into force with immediate effect and stands until further orders.


 Registrar

To:

The Chairperson and members of the Student Disciplinary Committee

Copy to:

1. PS to Vice Chancellor
2. PS to Pro Vice Chancellor
3. PS to Registrar
4. Deans / Associate Deans / Deputy Dean
5. Directors / Associate Directors / Assistant Directors
6. All Head of the Departments and Faculty Coordinators
7. All Faculty
8. All Staff
9. File

Date: 30th July 2019

SRM University-AP/Est/39

Office Order

The undersigned is directed to convey that the competent authority has been approved to appoint the following members in Disciplinary Committee. The Committee will stand functioning for a period of one year.

Disciplinary Committee

- | | |
|---|----------|
| 1. Ms. Neha Goenka
Department of Media Communications & Event Management | Chairman |
| 2. Dr. Maanavendar Singh
Assistant Professor
Department of History | Member |
| 3. Dr. Karthik Rajendran
Assistant Professor
Department of Environmental Science. | Member |
| 4. Ms. Ambica Addanki
Department of Administration
Deputy Registrar office | Member |
| 5. Ms. Shalini Jayakumar
Department of Examination
Office of Controller of Examination. | Member |


Deputy Registrar / 30/7/19

Copy to:

1. All Faculty Members
2. Associate Dean - SEAS
3. Associate Dean - SLABS
4. All Directors
5. P.S to Registrar
6. P.S to Pro Vice Chancellor
7. P.S to Vice Chancellor
8. File

Date: 16/06/2023

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date :16.06.2023
 Time :2pm
 Venue :Conference Room

Participants:

1. Dr. Shoji D. Thottathil (sub-committee convenor)
2. Dr. Satish Anamalamudi (Faculty Hostel Warden)
3. Dr. Manjula
4. Dr. Ranjana Mehta

Absentees:

Agenda:

Preliminary Report by the Disciplinary Subcommittee on Day Scholar Student using Vedavathi Hostel with a Fake Id card.

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee conducted a meeting with students and the main findings of the subcommittee and explanation by the student were the following.</p> <p>During the enquiry the student accepted that he had made a fake ID using his friend's hostel card whose name is also Dhanush and used the card to keep his bag in the hostel room.</p> <p>The committee observed that the fake ID cards are very difficult to distinguish from the original ID card distributed by the ITKM department.</p>	<p>All the members present in the panel accepted the point of discussion in the meeting.</p>	<p>Recommendations of the Subcommittee:</p> <p>The committee considered that making a fake ID card as a serious offense as the student could have misused it for the unauthorized access of the hostel and mess facilities of the university.</p> <p>Moreover, making the fake id card itself is a serious offense and come under the following category of the student disciplinary policy of SRM University-AP.</p> <p>Given the seriousness of the case, the committee recommends rustivating</p>

			<p>the student for 1 year. Since many students might be aware about the making and usage of the fake ID card, a strong disciplinary action as per the policy would give a strong message to the student community and would be helpful to avoid the repetition of such cases in the future.</p>
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Signature of the concerned authority along with seal

Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Date: 05/05/2023

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date :05.05.2023
 Time :2pm
 Venue :Conference Room

Participants:

- 1.Dr. Shoji D. Thottathil (sub-committee convenor)
- 2.Dr. Satish Anamalamudi (Faculty Hostel Warden)
- 3.Dr. Manjula
- 4.Dr.Saleti Sumalatha
- 5.Dr. Ranjana Mehta


Absentees:

Agenda:

Preliminary Report by the Disciplinary Subcommittee on PhD Scholar Mr Sivarama Krishna's inappropriate behavior during the cultural fest.

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee conducted meeting with student and main findings of the subcommittee and explanation by the student were the following.</p> <p>During the enquiry the girl student Ms.Mohana stated that Sivaramakrishna was looking like a faculty member hence Mohana and her friends didn't mind much about him. But to their shock he had held her friend's hand despite her refusal to dance with him, seeing this another girl Rashmitha rushed to help her, but Ramakrishna held the hands of Rashmitha also.</p> <p>Then there was some altercation, later Ms Mohana Vamsi and other students had to intervene, and the bouncers were called to evict him.</p>	<p>All the members in the panel accepted the point of discussion in the meeting.</p>	<p>Recommendations of the Committee:</p> <p>Although 15 days academic suspension and barring from end semester examinations is the ideal remedial action, given that Mr. Sivarama Krishna is a PhD student and there is no end semester examination for him, so the committee recommends for ONE MONTH ACADEMIC SUSPENSION for Mr Sivaram Krishna.</p>

<p>During the enquiry The committee members were not convinced by the explanations given by Mr.Sivarama Krishna. Also, the committee members felt that the allegations by the students were genuine.</p> <p>III. Student's Declaration I herewith acknowledge that findings/observations of the sub-committee are correct and are based on the inquiry conducted on 5 th May 2023.</p> <p>I will abide by the committee's decisions and recommendations.</p> <p>Sivarama Krishna AP20135020013</p>		
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Signature of the concerned authority along with seal
Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Date: 20/04/2023

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
Date :20.04.2023
Time :2pm
Venue :Conference Room


Participants:

- 1.Dr. Shoji D. Thottathil (sub-committee convenor)
- 2.Dr. Satish Anamalamudi
- 3.Dr. Manjula
- 4.Dr. Ranjana Mehta

Agenda:

Preliminary Report by the Disciplinary Subcommittee on 4 Students found fighting inside classroom make video and post on social media with tagline "SRM AP"

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee conducted meeting with students and main findings of the subcommittee and explanations by the students were the following.</p> <p>During the enquiry all the students accepted that they had made a video of a friendly fight among themselves and posted on social media, and they were unintentional in nature, and they were unaware of the serious consequences.</p> <p>All the students were aware that their actions were of serious nature and punishable. They requested to be excused this time.</p>	<p>All the members present in the panel accepted the point of discussion in the meeting.</p>	<p>Seven days academic suspension (since 30 th May is the last academic day of the semester, this can be done in the next semester).</p>


Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Signature of the concerned authority along with seal
Ureukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Date: 20/04/2023

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
Date :20.04.2023
Time :2pm
Venue :Conference Room


Participants:

- 1.Dr. Shoji D. Thottathil (sub-committee convenor)
- 2.Dr. Satish Anamalamudi
- 3.Dr. Manjula
- 4.Dr. Ranjana Mehta

Agenda:

Preliminary Report by the Disciplinary Subcommittee on 4 Students found fighting inside classroom make video and post on social media with tagline "SRM AP"

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee conducted meeting with students and main findings of the subcommittee and explanations by the students were the following.</p> <p>During the enquiry all the students accepted that they had made a video of a friendly fight among themselves and posted on social media, and they were unintentional in nature, and they were unaware of the serious consequences.</p> <p>All the students were aware that their actions were of serious nature and punishable. They requested to be excused this time.</p>	<p>All the members present in the panel accepted the point of discussion in the meeting.</p>	<p>Seven days academic suspension (since 30 th May is the last academic day of the semester, this can be done in the next semester).</p>


Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Date: 28/03/2023

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date :28.03.2023
 Time :2pm
 Venue :Conference Room

Participants:


- 1.N. Sriram AP22110010552
2. Kannan AP22110010492
3. Ganesh AP22110010058
- 4.Harsh AP22110010455

Agenda:

Preliminary Report by the Disciplinary Subcommittee on Vape cigarettes(Electronic Cigarette) found in room no 406 Vedavathi Hostel on 24 th Mar 2023

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee conducted meeting with students on Mar 28 th , 2023, and main findings of the subcommittee and explanation by the students were the following :</p> <p>The student Sriram accepted that he had gone for a family function and his cousins had placed that in his bag without his knowledge.</p> <p>I herewith acknowledge that findings/ observations of the subcommittee are correct and are based on the inquiry conducted on Thursday 2 nd Mar 2023</p> <p>I will abide by the committee's decisions and recommendations.</p> <p>1 Sriram AP22110010552 2 Kannan AP22110010492 3 Ganesh AP22110010058 4 Harsh AP22110010455</p>		<p>Recommendations of the Subcommittee:</p> <p>Although the students claim that they do not have any involvement in this, including the presence of E-cigarette in one of the student's laptop bags, the committee believes that they hold the responsibility. The committee's observations and recommendations are given below:</p> <p>1. PARENTS NEED TO COME TO THE UNIVERSITY AND SIGN AN UNDERTAKING.</p>

			2. SEVEN DAYS OF ACADEMIC SUSPENSION
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Directorate of Student Affairs
SRM University AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Signature of the concerned authority along with seal

Date: 28/03/2023

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date :28.03.2023
 Time :2pm
 Venue :Conference Room

Participants:

- 1.Dr. Shoji D. Thottathil (sub-committee convenor)
- 2.Dr. Satish Anamalamudi (Faculty Hostel Warden)
- 3.Dr. Manjula
- 4.Dr.Saleti Sumalatha
- 5.Dr. Ranjana Mehta

Agenda: Preliminary Report by the Disciplinary Subcommittee on Student found drunk in Vedavathi hostel on 22nd March 2023.

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee conducted meeting with students on 28 th March 2023 and main findings of the subcommittee and explanation by the students were the following,</p> <p>Tejesh had taken out a pass to go home for Ugadi but on the way he had met some of his friends in Vijayawada and went to a bar, where, he claims ,his friends had poured the liquor on his shirt. With the smell of liquor Tejesh returned to the hostel around 10.30 PM with his family friend Nitish Kumar who is also a 3 rd year student.</p> <p>While he was traveling in the lift, he had questioned the Football coach, who was also in the lift during that time, whether he was a student/staff, since he was smelling alcohol the coach informed the disciplinary council students that he suspected one student was drunk.</p> <p>The council members initially tried to reach the warden as his phone was not</p>	<p>All the members present in the panel accepted the point of discussion in the meeting.</p>	<p>Recommendations of the Subcommittee:</p> <p>The committee believes that these students have made multiple disciplinary breaches. First, coming late to the campus (i.e., after 9:00 PM). Secondly, in the case of Nitish, going out of the designated hostel tower after 9:00 PM.</p> <p>Third, finding an inebriated condition in the campus. The committee views all these as serious violations of university as per the below misconduct levels.</p>

<p>reachable at that moment called the security supervisor and with the help of breath analyser tried to check Tejesh if he was drunk.</p> <p>There was some reading(0.156)displayed in the machine, but Tejesh had disturbed the machine and it stopped to show any readings. Tejesh then called Nitish Kumar, for help. Nitish had arrived from Narmada hostel, and he was also smelling alcohol. Nitish argued with the disciplinary council students to let Tejesh</p> <p>Electronic copy - All members of the committee agree to the content - Signature of committee members not required to go and also told that both of them had consumed liquor, By then the hostel in charge Vishnuvardhan arrived and asked the students to go to their respective rooms.</p> <p>Tejesh was previously suspended for 7 days for behaving rudely and arrogant with Canteen Manager Mr Madhu for bringing in a day scholar into the main canteen. Prior to this he was warned for complaints of smoking in the hostel room and once inside the campus.</p>		<p>Action against above misconducts.</p> <p>By looking at the level of misconducts, and the fact that one of the students (Mr. Tejesh) is seemingly repeating his misbehavior in the campus, the committee recommends the following,</p> <p>For Tejesh (AP 2211000689):</p> <ol style="list-style-type: none"> 1. 10 days academic suspension 2. Parents need to come and sign undertakings. <p>For V Nitish Naidu (AP 20110030015)</p> <ol style="list-style-type: none"> 1. Intimation to parents 2. 3 days academic suspension
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Signature of the **Director of Student Affairs**
 Director of Student Affairs along with seal
 SRM University-AP, Andhra Pradesh
 Neerukonda, Guntur District,
 Andhra Pradesh, Pincode-522240.

Date: 28/03/2023

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date :20.04.2023
 Time :2pm
 Venue :Conference Room

Participants:

- 1.Dr. Shoji D. Thottathil (sub-committee convenor)
- 2.Dr. Satish Anamalamudi (Faculty Hostel Warden)
- 3.Dr. Manjula
- 4.Dr.Saleti Sumalatha
- 5.Dr. Ranjana Mehta

Agenda:

Preliminary Report by the Disciplinary Subcommittee on Girl students found with liquor bottles and Cigarette packs/buds in the Yamuna Hostel.

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee conducted a meeting with students and the main findings of the subcommittee and explanation by the students were the following.</p> <p>During the enquiry Spurthi told the Committee that her friend had given her a bottle to keep with her and she did not intend to drink.</p> <p>Karuna Told that her friend had used that and put the pack in her bag which she forgot to dispose of. She also said that her parents are aware of her smoking habits.</p> <p>Jyothisha told that she had got those bottles from her relatives as they were looking cute, and it was just for fun and she did not consume that liquor.</p> <p>Sreeja Reddy said that her friend had used the cigarette as they did not want</p>		<p>Recommendation of the subcommittee</p> <ol style="list-style-type: none"> 1. Parents would be required to come to the university and sign an undertaking. 2. Seven days academic suspension 3. Ban on short leaves and out-passes for the period of one month.

	<p>to dispose of it inside the campus. He had put the bud in her Bag.</p> <p>All the students were aware that their actions were of serious nature and punishable. They requested to be excused this time.</p>		
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Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Signature of the concerned authority along with seal
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Date: 10/03/2023

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date :10.03.2023
 Time :2pm
 Venue :Conference Room

Participants:

1. Dr. Shoji D. Thottathil (sub-committee convenor)
2. Dr. Satish Anamalamudi (Faculty Hostel Warden)
3. Dr. Manjula
4. Dr.Saleti Sumalatha
5. Dr. Ranjana Mehta


Absentees:

Agenda:

Preliminary Report by the Disciplinary Subcommittee on Student fight resulting in nose injury on the 7 th March 2023.

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee conducted meeting with students on 10 th March 2023 and main findings of the subcommittee and explanation by the students were the following,</p> <p>The students Mahroof and Mihir belong to the same section and were good friends. Mr. Mahroof was in friendship with a girl student. There seems to have been an unpleasant conversation about their friends which had turned into an argument, and this ended in Mahroof assaulting Mihir. The student accepted that he has hit Mihir resulting in a nose injury to Mihir.</p> <p>Mihir was initially given first aid at the university health centre and later he had taken treatment at the NRI hospital.</p>	<p>All the members present in the panel accepted the point of discussion in the meeting.</p>	<p>Recommendation by the committee.</p> <ol style="list-style-type: none"> 1. Parents would be required to come to the university and sign an undertaking 2. Seven days academic suspension

<p>Electronic copy - All members of the committee agree to the content - Signature of committee members not required.</p> <p>III. Student's Declaration I herewith acknowledge that findings/observations of the sub-committee are correct and are based on the inquiry conducted on Friday 10 th Mar 2023</p> <p>I will abide by the committee's decisions and recommendations.</p> <p>Mihir</p>		
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Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Signature of the concerned authority along with seal
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Date: 2/03/2023

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date : 2.03.2023
 Time : 2pm
 Venue : Conference Room

Participants:

1. Dr. Shoji D. Thottathil (sub-committee convenor)
2. Dr. Satish Anamalamudi (Faculty Hostel Warden)
3. Dr. Manjula
4. Dr. Saleti Sumalatha

Agenda:

Preliminary Report by the Disciplinary Subcommittee on Liquor bottle found in room no 639 Vedavathi Hostel on 18 th Feb 2023

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee conducted meeting with students on Mar 2nd , 2023, and main findings of the subcommittee and explanation by the students were the following,</p> <p>1. The student accepted their mistake and assured them not to repeat it again.</p> <p>Electronic copy - All members of the committee agree to the content - Signature of committee members not required</p> <p>III. Student's Declaration</p> <p>I herewith acknowledge that findings/observations of the sub-committee are correct and are based on the inquiry conducted on Thursday 2 nd Mar 2023.</p>	<p>All the members present in the panel accepted the point of discussion in the meeting.</p>	<p>Recommendation of the subcommittee</p> <p>1. Parents would be required to come to the university and sign an undertaking.</p> <p>2. Seven days academic suspension</p> <p>3. Ban on short leaves and out-passes for the period of one month.</p>

	<p>I will abide by the committee's decisions and recommendations.</p> <p>1 GV Satish AP 22110010622 2 Yagna Koushik AP 22110010911 3 Kranthi AP 22110010146 4 Yagna Teja AP 22110010357</p>		
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Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Signature of the concerned authority along with seal
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Date: 23/02/2023

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date :23.02.2023
 Time :2pm
 Venue :Conference Room

Participants:

1. Dr. Shoji D. Thottathil (sub-committee convenor)
2. Dr. Satish Anamalamudi
3. Dr. Manjula
4. Dr. Saleti Sumalatha
5. Dr. Ranjana Mehta

Agenda:

Preliminary Report by the Disciplinary Subcommittee on Cigarettes found in room no 307 allotted to an international student Mr.Marda Kinfe on 23 rd Feb 2023

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee conducted meeting with student on 3 rd Feb 2023 and main findings of the subcommittee and explanation by the student given below,</p> <p>1. The student accepted her mistake and told that she had purchased it Delhi airport and kept in her jacket. She forgot to throw that away and brought it to the hostel room and she wasn't aware of it till the warden had noticed this in her room.</p> <p>2. The committee advised that the University campus is a smoke free campus and students should adhere to the campus hostel rules whichever country they belong to.</p> <p>Electronic copy - All members of the committee agree to the content -</p>	<p>All the members present in the panel accepted the point of discussion in the meeting.</p>	<p>Recommended action against above misconducts:</p> <p>The committee recommends for 7 days academic suspension.</p>

<p>Signature of committee members not required</p> <p>III. Student's Declaration I herewith acknowledge that findings/observations of the sub-committee are correct and are based on the inquiry conducted on Friday 3rd Feb 2023</p> <p>I will abide by the committee's decisions and recommendations.</p> <p>Marda Kinf AP 2231113006</p>		
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Directorate of Student Affairs
SRM University AP, Andhra Pradesh
Signature of the concerned authority along with seal
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Date: 01/02/2023

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date :01.02.2023
 Time :2pm
 Venue :Conference Room

Participants:

Dr. Shoji
 Dr. Satish Anamalamudi
 Dr. Sumalatha Saleti
 Dr. Manjula R (sub-committee convenor)


Absentees:

Agenda:

Preliminary Report by the Disciplinary Subcommittee on Classroom Table Breaking.

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee enquired the student and main findings of the subcommittee and explanation by the student were the following,</p> <p>1. The committee asked the students why did they break the table. Students replied that it happened by accident. 2. Upon inspecting the video recording, the committee believed that it happened by accident and was not done with any intention.</p> <p>III. Student's Declaration We herewith acknowledge that findings/observations of the sub-committee are correct and are based on the inquiry conducted on 1st th February 2023.</p> <p>We will abide by the committee's decisions and recommendations.</p>	<p>All the members present in the panel accepted the point of discussion in the meeting.</p>	<p>Recommendations of the Subcommittee:</p> <p>The committee has identified that the issue created by the student belongs to the category Level 3.4.: Damage to the campus property</p> <p>Disciplinary action against misconduct Level 3.</p> <p>1. Parents would be required to come to the university and sign an undertaking.</p> <p>2. Seven days academic suspension and Social Service (Inside or Outside Campus)</p>

	<p>AP that Mr. K Mani (AP22110011195)</p> <p>Mr. Rajeev (AP22110011235)</p> <p>Mr. Rajendra Babu (AP22110011226)</p>		<p>3. Ban on short leaves and out-passes for the period of one month</p> <p>4. In case of Property damage the cost of property would be recovered</p> <p>5. In case of misbehavior during placement drive disqualification from further placement assistance.</p> <p>AND /OR</p> <p>Barred from End Semester examinations</p> <p>Committee's Recommendation</p> <p>Since rule # 3.4 (as highlighted above) is applicable as punishment in this case, the committee suggested the students that as per the policy/rule the damage incurred due to breakage of the table shall be recovered and they agree to the decision.</p>
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 Directorate of Student Affairs
 SRM University-AP, Andhra Pradesh
 Signature of the concerned authority along with seal
 Andhra Pradesh, Pincode-522240.

Date: 03/01/2023

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date :03.01.2023
 Time :2pm
 Venue :Conference Room

Participants:

- 1.Dr. Manjula R.
- 2.Dr. S. Sumalatha
- 3.Dr. Sathish A.
- 4.Dr. Shoji D. T. (sub-committee convenor)

Agenda:

Preliminary Report by the Disciplinary Subcommittee on Physical aggression on Mr. Pranay Bollu (AP22110010226) by Mr. Vedesh Chowdary (AP22110010820), Surabathina Likhith Sai (AP22110010655), and Mr. Sohail Shaik (AP22110010567)


S.No	Discussion Points	Response	Action Taken
1	<p>Details obtained during the discussions with students</p> <p>The subcommittee met with the students on 3 rd January 2023 at 5:00 pm in the boardroom of SRM University – AP. Major findings of the subcommittee are as follows,</p> <p>1. The complainant explained that he has beaten up by Mr. Vedesh Chowdary (AP22110010820), Surabathina Likhith Sai (AP22110010655), and Mr. Sohail Shaik (AP22110010567) on 11 th and 21 st December 2022.</p> <p>2. The committee found out that there is a chain of events associated with the alleged physical aggression incidents. An ear pod (Apple AirPods Pro Second generation) belonging to Mr. Sohail is disappeared from his room (Room No 203). Mr. Sohail and his friends Vedesh and Likhith Sai assumed that it was stolen by Pranay, and they had asked him to give it back. However, Pranay claimed he has not taken it. Based on their assumptions and CCTV footages</p>	<p>All the members in the panel accepted the point of discussion in the meeting.</p>	<p>Recommendations of the Subcommittee:</p> <p>The committee is convinced that Mr. Vedesh Chowdary (AP22110010820), Surabathina Likhith Sai (AP22110010655), and Mr. Sohail Shaik (AP22110010567) made severe physical aggression against Mr. Pranay. Based on the interaction with the above students and the evidence collected during the inquiry, the committee believe that these students pose a</p>

<p>(which the students observed from the CCTV</p> <p>Subcommittee Report dated 05-01-2023 [physical signature not required] monitoring room with the help of Mr. Suribabu, Security officer, without following proper channel of communication) Sohail and others concluded that Pranay is the only one entered into the room 203 during the time the ear pod is lost and therefore none other than Pranay might have taken it.</p> <p>3. At midnight around 2:30 AM on the same day, Sohail, Vedesh and Likhith Sai came to Pranay's room (423, Vedavathi hostel) and asked him to open his suitcase which was number-locked. Pranay opened the number lock, and Mr Likhith checked inside the suitcase, and found out that loop-like hanger connected to the case of the ear pod is in his suitcase, but ear pod is still not found.</p> <p>4. Pranay, however, claims that while checking the suitcase, Likhith himself might have kept the loop inside and if he has stolen why he should keep the loop alone why not the ear pod and he is not aware anything about the ear pod.</p> <p>5. Nevertheless, Mr Pranay said that he was beaten up by Sohail, Vedesh and Likhith Sai (in the hostel room 203 and inside the washroom) to accept that he had taken the ear pod.</p> <p>6. Moreover, they have taken the video of Pranay (multiple times) accepting that he has stolen the ear pod and he will return it. Pranay claims that he was afraid that they would spread the video around and on social media. In fact, the video was sent to Pranay's father's phone number.</p>		<p>serious threat to other students and there must be serious corrective measures. Despite the serious nature of the injuries, the above students did not show any sign of regret on their</p> <p>action during the inquiry. Therefore, we recommend the following,</p> <p>1. Mr. Vedesh Chowdary (AP22110010820), Surabathina Likhith Sai (AP22110010655), and Mr. Sohail Shaik (AP22110010567) should be rusticated for</p> <p>1 year</p> <p>2. They should not be permitted to stay in the hostel in future even when they are admitted back after 1 year.</p>
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<p>7. Pranay tried to arrange the ear pod through online sites, but after realizing these are low quality products (not original), Sohail, Vedesh and Likhith Sai beat him again on 21 st December 2022 midnight.</p> <p>8. Also, they made Pranay make a phone call to his father while they are still around and made him accept to his father that Pranay had taken it. They had recorded the entire conversation during the phone call (which they forwarded to Mr Prabhuram, Student Affairs department).</p> <p>9. On the other hand, Sohail, Vedesh and Likhith Sai claimed that they have not touched his body at all, and no physical aggression has been made against Pranay. They claimed that they only talked to Pranay about this issue.</p> <p>10. However, Pranay submitted several photographs (taken within the hostel building on 21 December 2022) of his face, neck and other body parts providing evidence that he was brutally tortured by Sohail, Vedesh and Likhith Sai.</p> <p>Subcommittee Report dated 05-01-2023 [physical signature not required] III. Student's Declaration We herewith acknowledge that findings/observations of the sub-committee are correct and are based on the inquiry conducted on 03 rd January 2023.</p> <p>I will abide by the committee's decisions and recommendations.</p> <p>Vedesh Chowdary (AP22110010820)</p> <p>Surabathina Likhith Sai (AP22110010655)</p>		
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	Sohail Shaik (AP22110010567)		
	<p>Major findings/observations of the subcommittee</p> <p>1. The committee considered only the issue of physical aggression against Mr. Pranay as we have not received any complaint regarding the lost/theft of ear pod.</p> <p>2. Although Sohail, Vedesh and Likhith Sai claimed that they have not beaten Pranay, the committee is convinced that there was strong physical aggression against Pranay.</p> <p>3. Moreover, taking videos of a student forcefully and sending it to his father can be considered as a serious disciplinary issue – this action might pose serious concerns over the privacy, safety, and security of hostel inmates.</p> <p>4. Forcing a student to make phone call to his father at midnight and making him to accept that he has stolen items from his friend, recording the same in the phone with an intention to spreading in the social media or across friends’ group is a serious offense.</p> <p>5. In addition to the meeting with the above students, sub committee met with several students of the Vedavathi hostel (Room number 201, 202, and 203) . Most students seem to be afraid of Sohail, Vedesh and Likhith Sai. However, we have received strong evidence of severe physical aggression against Pranay at midnight that potentially caused injuries to Pranay.</p> <p>Since the source of evidence cannot be provided due to security reason (security of the students), the details will be communicated separately to</p>		

	the Registrar and the Chairman, Disciplinary Committee.		
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Signature of the concerned authority along with seal
Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Date: 29/12/2022

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date : 29.12.2022
 Time : 2pm
 Venue : Conference Room

Participants:

1. Dr. Sumalatha Saleti
2. Dr. Manjula R (sub-committee convenor)

Agenda:

Preliminary Report by the Disciplinary Subcommittee for Taking away the HDMI cable.

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee enquired the student and main findings of the subcommittee and explanation by the student were the following,</p> <p>1. The committee enquired why they turned the angle of the camera from its normal position to a different position? Mr. Nayan replied that the prank activity should not be capture, so he turned the camera's angle to a different position.</p> <p>2. The committee further asked why they wanted to do the prank on a fellow mate. They replied that they wanted their fellow mate to overcome some fear problem that he had.</p> <p>However, the committee has strictly warned them and recommended that such misbehavior repeats, then they will have severe punishment.</p> <p>Student's Declaration</p>	<p>All the members in the panel accepted the point of discussion in the meeting.</p>	<p>Committee's Recommendation</p> <p>The committee observed that Mr. Bharat is sorry about his behavior and apologetic.</p> <p>He promised that he shall not repeat this henceforth.</p> <p>Ban on short leaves and out-passes for the period of one month</p>

<p>I herewith acknowledge that findings/observations of the sub-committee are correct and are based on the inquiry conducted on 29 th December 2022. I will abide by the committee's decisions and recommendations.</p> <p>Mr. Bhowmik Chawda (AP22110010902) Mr. Biswajit Kumar (AP22110010930) Mr. Kumar Nayan (AP22110010829) Mr. Kunj Mittel (AP22110010545) Mr. Nishant Tiwari (AP22110010944) Mr. Praveen Kumar (AP22110010950)</p>		
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Signature of the concerned authority along with seal
Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Date: 24/11/2022

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date :24.11.2022
 Time :2pm
 Venue :Conference Room

Participants:

- 1.Dr. Ranjana Mehta
- 2.Dr. Manjula R
- 3.Dr. Satish Anamalamudi
- 4.Dr. Shoji Thottathil (sub-committee convenor)

Agenda:

Preliminary Report by the Disciplinary Subcommittee on unauthorized representation and misuse of SRM University letterhead by the students

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee met with the students and main findings of the subcommittee and explanation by the student were the following,</p> <p>1. The above listed students accepted that they met with Mr. Lokesh as a representation of SRM university without seeking permissions/approvals.</p> <p>2. The students claimed that their intention was not to defame or misuse their SRM University affiliation as students, but they wanted to bring the problems of the road to the attention of the politician to whom they have access.</p> <p>III. Student's Declaration I herewith acknowledge that findings/observations of the sub-committee are correct and are based on the inquiry conducted on 24 th November 2022.</p>	<p>All the members in the panel accepted the point of discussion in the meeting.</p>	<p>Recommendations of the Subcommittee:</p> <p>It is apparent that the above listed students violated the below disciplinary policy of the SRM university- AP.</p> <p>Level 5.2: Forgery of signatures of authority/producing false documents/giving false information pertaining to hostel and academics</p> <p>Disciplinary action against misconduct Level 5.2.</p> <p>Rustication for One Year (Parents will be called to take their ward immediately. If the</p>

<p>I will abide by the committee's decisions and recommendations.</p> <p>JAMMULA TEJ MAHANTH AP19110020056</p> <p>CHALASANI MANIDEEP AP19110020068</p> <p>BOYAPATI VAMSI AP19110020049</p>		<p>parents don't come in a day the student would be sent to his/her parents along with a person assigned the task by the university. The cost of the time and travel of both persons will be borne by the student).</p> <p>OR</p> <p>Expulsion from University</p> <p>The committee observed that students made a serious mistake in using the university logo and material resembling to the university letterhead. Also, their visit to a politician was made as student representation from SRM University-AP. However, the committee felt that their intention was not to defame the university or misuse the logo, instead they were trying to raise an issue on a political platform familiar to them. Also, considering that these are last year students and therefore rustication or expulsion may affect their life and career, the committee recommend that,</p> <p>1. Parents should come to the university and sign an undertaking that such</p>
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			a mistake will not be repeated by them. If repeated, they will be expelled from the university.
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Signature of the concerned authority along with seal
Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Date: 09/11/2022

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date : 09.11.2022
 Time : 2pm
 Venue : Conference Room

Participants:

1. Dr. Ranjana Mehta
2. Dr. Manjula R
3. Dr. Satish Anamalamudi
4. Dr. Shoji Thottathil (sub-committee convenor)

Absentees:

Agenda:

Preliminary Report by the Disciplinary Subcommittee on manhandling incidents by students- Nov 2022

S.No	Discussion Points	Response	Action Taken
1	<p>The committee conducted meeting with the students on 9th November 2022 and main findings of the committee and explanation by the students were as follows</p> <ol style="list-style-type: none"> 1. The students who were victims have described the incidences in detail 2. In the case of first incidence, no video recording is available, however, written statements from the students involved are available, where they admit of the wrongdoings and apologize. They apologized in person too in front of the committee 3. In the case of second incident, video recording is available, and it clearly shows the wrongdoings. Also the written statements are also available from the students where they admit and apologize for the wrongdoings. Student apologized in person too in front of the committee. 	<p>All the members in the panel accepted the point of discussion in the meeting.</p>	<p>Recommendations of the Committee:</p> <p>It is apparent that Mr Sasank Choudhari and Mr Akhil have clearly violated the student code of conduct by manhandling a fellow student. It is also apparent that Mr Gumma Sri Mahesh has clearly violated the student code of conduct by manhandling fellow student.</p> <p>Proposed action against above misconducts.</p> <p>Based on the evidence provided,</p>

			<p>Mr Gumma Sri Mahesh, Mr Akhil and Mr Sasank Chaudhari are found to be guilty of the wrong doings and hence are recommended to be rusticated from the university until the end of this academic year i.e June 2022. They can rejoin the university in new academic session beginning Aug 2023.</p> <p>The following actions are recommended</p> <ol style="list-style-type: none">1. Rustication for One Academic Year2. Calling and informing parents3. Compulsory sessions with the consular <p>The committee feels that the strict punishment should be given now to the students involved.</p> <p>If we do not control these things now, they could go out of control and later it will be too late to control. For the safety of the fellow students, it is utmost necessary now to take a suitable strict action so that it acts a deterrent for any further incidents</p>
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Signature of the concerned authority along with seal
Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Date: 16/06/2022

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date :16.06.2022
 Time :2pm
 Venue :Conference Room

Participants:

1. Dr. Sateesh D (Faculty Hostel Warden) - Co-opted for this sub-committee
2. Mr. Prabhuram (Student Affairs Department) - Co-opted for this sub-committee
3. Dr. Shoji D. Thottathil (sub-committee convenor)

Absentees:

Agenda: Preliminary Report by the Disciplinary Subcommittee on students found in possession of alcohol and cigarettes in the SRM University-AP hostel.

S.No	Discussion Points	Response	Action Taken
1	<p>The subcommittee conducted meeting with students and their parents on 16 - 17 th June 2022 and main findings of the subcommittee and explanation by the students were the following,</p> <ol style="list-style-type: none"> 1. The students accepted that they have been using the Room 703 without permission 2. They also accepted that they brought alcohol into the room after purchasing from Mangalari, consumption behind the shop outside the campus, came to campus inebriated condition, and kept the remaining alcohol in the room. 3. They also accepted that they brought cigarettes into the hostel room 4. However, they claimed that weed, found next to the alcohol bottles, is not belonging to them and many other students are using the same room. 	<p>All the members present in the panel accepted the point of discussion in the meeting.</p>	<p>Recommendations and Remarks</p> <p>The committee observed that Mr. Baskar and Rakesh are repeated offenders.</p> <p>There was a previous disciplinary issue against them for theft of items from the night canteen refrigerator after twisting the CCTV camera.</p> <p>The Disciplinary committee observe that possession of weed is a very serious disciplinary issue that leads to expulsion from the</p>

<p>5. The students admitted their mistake of the consumption and possession of alcohol and cigarettes in front of their parents.</p> <p>Electronic copy - All members of the committee agree to the content - Signature of committee members not required.</p> <p>Student's Declaration I herewith acknowledge that findings/observations of the sub-committee are correct and are based on the inquiry conducted on 16 th June 2022.</p> <p>I will abide by the committee's decisions and recommendations.</p> <p>Tangella Bhaskar Sri Ranga Satya Sessa Sai (AP19110010486)</p>		<p>university. Although the students accepted the procession of alcohol bottles and alcohol consumption, they claim that weed is not belonging to them. However, presence of weed next to the alcohol bottles owned by them can be considered as a proof of their involvement in the possession of weed as well. However, along with these students, many others were using the same room (703) as it was unlocked.</p> <p>Although possession of weed can invite expulsion from the university, currently, we have only circumstantial evidence that weed is belonging to these two students.</p> <p>Therefore, the committee recommends the following disciplinary action,</p> <p>1. Mr. Baskar should be rusticated for one year.</p>
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Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Signature of the concerned authority along with seal

Date: 27/04/2022

Minutes of Meeting

Level of Meeting : Disciplinary Committee Meeting
 Date :27.04.2022
 Time :2pm
 Venue :Conference Room

Participants:

- 1.Dr. Manjula R,
- 2.Dr. S.Sumalatha,
- 3.Dr. Ranjana Mehta,
- 4.Dr.Jatindra Kumar Dash
- 5.Dr. Shoji Thottathil (Convenor)

Agenda:

Preliminary Report by the Disciplinary Subcommittee on physical aggression by a student against another student in the SRM University-AP Campus

S.No	Discussion Points	Response	Action Taken
1	<p>Both students agreed that they were in a romantic relationship for a long time (there was a disciplinary case against them for finding them in an objectionable position in the campus during the year 2019). However, due to the issues among them, they were parted and not together anymore. Yet, Lokesh has been sending messages and trying contact Srikanthi through different means including using friends phone number, contacting to Srikanthi's father's phone number, etc.</p> <p>Lokesh agreed that he shouted to Srikanthi while the faculty member was still conducting the class Lokesh agreed that he slapped Srikanthi twice in public</p>	<p>All the members present in the panel accepted the point of discussion in the meeting.</p>	<p>Recommendations and Remarks</p> <p>Although the above actions can be taken against Mr. Lokesh, this committee would like to see this case in broader means.</p> <p>During the investigation, we found that Mr. Lokesh is highly emotionally unstable – we were told by Lokesh that he is undergoing treatment for “bipolar” condition. At the moment, he is incapable processing the facts</p>

<p>Lokesh agreed that he tried to blackmail Srikanthi stating that he has her photographs of very personal/intimate in nature and he will make them public. Lokesh informed the committee that he is currently undergoing psychological treatments and he is having regular medications.</p> <p>Student's Declaration I herewith acknowledge that findings/observations of the sub-committee are correct and are based on the inquiry conducted on 27 th April 2022.</p> <p>I will abide by the committee's decisions and recommendations.</p> <p>Lokesh P (AP19110010113)</p>		<p>properly and his emotional</p> <p>instability blurry his memory, and views on academics, career, and life. He needs special care</p> <p>and counselling without which it will be difficult to raise him as a productive and oriented student. Even if we take disciplinary action now, his emotional condition is not conducive to</p> <p>take it as a corrective measure and use it as an opportunity to improve himself. We are afraid</p> <p>that he may take extreme steps that can be potentially harmful for himself and/or Ms. Srikanthi. Therefore, the committee recommends that any disciplinary action against Lokesh</p> <p>should be initiated after thorough counselling session by external medical board certified Psychiatrist. Based on the recommendations by the external medical board certified</p> <p>Psychiatrist on his emotional status that he is in a position to accept the disciplinary action, we recommend initiating necessary actions against</p>
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		<p>him. However, considering that his presence and emotional instability can be potential threat to Ms. Srikanthi we recommend restricting his access to campus except for counselling sessions if they are organized on campus.</p> <p>Regardless, the committee recommend that</p> <p>1. Whenever Mr. Lokesh is coming to the university for the counselling sessions if organized on campus, he must inform the concerned authority priorly, so that necessary supervision can be made.</p> <p>2. The written undertaking from Mr. Lokesh and his parents should clearly mention that he won't try to contact Ms. Srikanthi by any means during his studies in this university.</p>
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Directorate of Student Affairs
SRM University-AP, Andhra Pradesh -
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP/Reg. Off/Notification/54/2022-23

09th February 2023

NOTIFICATION

Sub: Reconstitution of Student's Discipline Appeals Committee - Reg.

Ref 1: SRMAP/Reg. Off/Notification/031/2020-21, dated: 15th May 2021

Ref 2: SRMAP/Reg. Off/Notification/84/2021-22, dated: 30th June 2021

In continuation to the above cited references, the Competent Authority of the University has been pleased to reconstitute the Student's Discipline Appeals Committee as follows:

Sl. No	Student's Discipline Appeals Committee	Position
1	Prof C Durga Rao Professor - Department of Biological Sciences	Chairperson
2	Prof Jayaseelan Murugaiyan Professor & Head - Department of Biological Sciences	Member
3	Dr P Krishna Prasad Associate Professor - Department of Computer Science and Engineering	Member
4	Dr Srabani Basu Associate Professor & Head - Department of English	Member
5	Dr Ramesh Vaddi Associate Professor & Head - Department of Electronics and Communication Engineering	Member
6	Dr. Lakshmi Sirisha Maganti Assistant Professor - Department of Mechanical Engineering	Member
7	Dr. Mahalakshmi Mudliar Associate Professor & Head - Department of Management	Member - Convenor

Terms of Reference:

1. This Committee shall review the appeals received from the Students of the University with respect to the Disciplinary cases and submit the report to the Vice Chancellor.
2. This Committee shall come into force with immediate effect and stands still until further orders.
3. The Chairperson can co-opt any other members of the University, as and when required.


Registrar
Dr. R. PREMKUMAR
REGISTRAR
SRM UNIVERSITY - AP
Andhra Pradesh - 522240

To:

The Chairperson and all the members of the Student's Discipline Appeals Committee

Copy to:

1. PS to the Vice Chancellor
2. PS to the Pro Vice Chancellor
3. PS to the Registrar
4. Controller of Examinations
5. Deans / Associate Deans / Deputy Dean
6. Chief Finance and Accounts Officer
7. All Directors / Associate Directors / Assistant Directors
8. All Heads of the Department and Faculty Coordinators
9. All Faculty Members
10. All Staff
11. File

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP/Reg. Off/Notification/62/2022-23

10th May 2023

NOTIFICATION

Sub: Reconstitution of Student's Discipline Appeals Committee - Reg.


Ref: SRMAP/Reg. Off/Notification/54/2022-23, dated: 09th February 2023

In continuation to the above cited reference, the Competent Authority of the University has been pleased to reconstitute the Student's Discipline Appeals Committee as follows:

Sl. No	Student's Discipline Appeals Committee	Position
1	Prof C Durga Rao, Professor - Department of Biological Sciences	Chairperson
2	Prof Jayaseelan Murugaiyan, Professor & Head - Department of Biological Sciences	Member
3	Dr P Krishna Prasad, Associate Professor - Department of Computer Science and Engineering	Member
4	Dr Srabani Basu, Associate Professor & Head - Department of Languages and Literature	Member
5	Dr Ramesh Vaddi, Associate Professor & Head - Department of Electronics and Communication Engineering	Member
6	Dr. Lakshmi Sirisha Maganti, Assistant Professor - Department of Mechanical Engineering	Member
7	Prof. A V S Kamesh, Professor - Paari School of Business	Member - Convenor

Terms of Reference:

1. This Committee shall review the appeals received from the Students of the University with respect to the Disciplinary cases and submit the report to the Vice Chancellor.
2. This Committee shall come into force with immediate effect and is valid until further orders.
3. The Chairperson can co-opt any other members of the University, as and when required.


Registrar
Dr. R. PREMKUMAR
REGISTRAR
SRM UNIVERSITY - AP
Andhra Pradesh - 52240

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP/Reg. Off/Notification/25/2021-22

05th January 2022

NOTIFICATION

Sub: Updation of Members of Student Disciplinary Committee - Reg.

Ref: SRM - AP / Student Disciplinary Committee / 2019 - 2020 / 12 / Dated: 16.12.2019

In continuation to the above cited reference, the Competent Authority of the University has been pleased for the Updation of Members of the Student Disciplinary Committee with the following members:

Sl. No	Student Disciplinary Committee	Position
1	Prof. Siva Sankar Yellampalli Director - Admissions	Chairman
2	Wg Cdr S Venkataachalam Director - Campus Life and Maintenance	Member
3	Dr. Jatindra Kumar Dash Department of Computer Science and Engineering	Member
4	Dr. Venkat Nori Department of Mechanical Engineering	Member
5	Dr. Satish Anamalamudi Department of Computer Science and Engineering	Member
6	Dr. Nimai Mishra Department of Chemistry	Member
7	Dr. R. Manjula Department of Computer Science and Engineering	Member
8	Dr. Ranjana Mehta Department of Mathematics	Member
9	Dr Shoji D Thottathil Department of Environmental Science	Member
10	Dr. Saleti Sumalatha Department of Computer Science and Engineering	Member
11	Ms. B. Revathi Assistant Director - Student Affairs	Member- Convener

Terms of Reference:

1. This committee shall deal with the Students' Disciplinary matters.
2. This committee shall come into force with immediate effect and stands until further orders.


 Registrar

SRM UNIVERSITY-AP
 Andhra Pradesh-522 240.

To:

The Chairperson and members of the Student Disciplinary Committee

Copy to:

1. PS to Vice Chancellor
2. PS to Pro Vice Chancellor
3. PS to Registrar
4. Deans / Associate Deans / Deputy Dean
5. Directors / Associate Directors / Assistant Directors
6. All Head of the Departments and Faculty Coordinators
7. All Faculty
8. All Staff
9. File

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP/Reg. Off/Notification/84/2021-22

30th June 2021

NOTIFICATION

Sub: Re-constitution of Student's Discipline Appeals Committee - Reg.

Ref: SRMAP/Reg. Off/Notification/031/2020-21, dated: 15th May 2021

The Competent Authority of the University has been pleased to reconstitute the Student's Discipline Appeals Committee as follows to consider the appeals made by the students at the University regarding Disciplinary issues:

Sl. No	Student's Discipline Appeals Committee	Position
1	Prof. C. Durga Rao Associate Dean - School of Liberal Arts and Social Sciences (SLASS)	Chairperson
2	Prof. T. Rangunathan Associate Dean - Engineering Programs, School of Engineering and Sciences (SEAS)	Member
3	Prof. V. Kannan Professor & Head, Department of Mathematics	Member
4	Prof. Jayaseelan Murugaiyan Professor & Head, Department of Biological Sciences	Member
5	Dr. Sheela Singh Associate Professor, Department of Mechanical Engineering	Member
6	Dr. Lakshmi Sirisha Maganti Assistant Professor, Department of Mechanical Engineering	Member
7	Dr. Mahalakshmi Mudliar Associate Professor - School of Entrepreneurship and Management Studies	Member - Convenor

Terms of Reference:

1. This Committee shall come into force with immediate effect and stands still until further orders.
2. The Chairperson can co-opt any other members of the University, as and when required.


Registrar

Registrar
SRM UNIVERSITY-AP
Andhra Pradesh-522 240

To:

The Chairperson and all the members of the Student's Discipline Appeals Committee

Copy to:

1. PS to the Vice Chancellor
2. PS to the Pro Vice Chancellor
3. PS to the Registrar
4. Controller of Examinations
5. Deans / Associate Deans / Deputy Dean
6. Chief Finance and Accounts Officer
7. All Directors / Associate Directors / Assistant Directors
8. All Heads of the Department and Faculty Coordinators
9. All Faculty Members
10. All Staff
11. File

Minutes of Meeting

Date: 10.12.2022 and 11.12.2022

Level of Meeting : Appeal Committee Meeting
 Date : 10.12.22 and 11.12.22
 Time : 11am to 2.:30pm
 Venue : ALC

Participants:

Prof. C. Durga Rao C.
 Prof. Jayaseelan M.
 Prof. Iayasree S.
 Dr. Lakshmi Sirisha Maganti
 Dr. Ipsita Pradhan
 Prof. Ramesh V
 Mr. Prabhuram

Agenda:

Report by University Appeals Committee on physical manhandling/beating of Junior students by seniors.

The University Appeal Committee commenced the meeting for physical manhandling/beating of Junior students by seniors.

S.No	Discussion Points	Response	Action Taken
1	The First-year student Suhail Shaik (AP22110010567) was slapped by two 2 nd year B.Tech CSE students Mr Akhil Chowdary (AP21110010756) and Mr. Sasank Chowdary (AP21110010889). Both offenders have accepted for their offence and apologized. The case involves another student who played a crucial role in this episode, as he was the one who called Mr. Suhail Shaik from his class room and whose identity is unknown (during the class when teacher was present in the class) on the pretext that warden wants to talk to him. The committee	All the members present in the panel accepted the point of discussion in the meeting.	Recommendations of the Appeals Committee: 1. that all the 6 offenders should be barred from the end semester examinations in odd semester 2022, i.e., December 2022). 2. Parents should physically come to the campus and should give an undertaking that their

Minutes of Meeting

	<p>strongly recommends that this unidentified student should be identified and also should be appropriately punished. This kind of requests by students who do not belong to the section coming and asking the teacher that a particular student is required to attend a meeting are frequently happening.</p>		<p>wards will not commit any more offenses.</p>
<p>2</p>	<p>The First-year student Mr. Mansoor Muzahid (AP221100010019) was slapped by 3 rd year B.Tech. CSE student Mr Gumma Mahesh (AP20110010426). CC camera recorded evidence exists for this case and the student primarily involved in this case has accepted for the offense and apologized.</p>		<p>All the students both the offenders and victims are abysmally poor in their communication skills in English and they want to talk in Telugu. The committee feels very sad that even the final year B.Tech students were not able to express or speak a single sentence properly. It is in fact an embarrassment for the university that in spite of going through different English courses and training programmes, they did not put a serious effort to improve their communication skills. The committee unanimously recommends that all the students should take a course in English communication either in the English department or a MOOCS course and pass the examination..</p>

Minutes of Meeting

3	<p>The Third-year student Mr. Vemulapalli Jeyanand ((AP20110010089) was slapped by 4 th year B.Tech CSE student Mr. Ganipisetty Dhanush ((AP19110010310) and manhandled by Mr. Mullapudi Venkat ((AP19110010160), a 4 th year B.tech CSE student and a third year BBA (Hons) student Mr. Garikapati Nitish Kumar ((AP20311130028). All the offenders have accepted their offense.</p>	<p>In the 3 rd case involving Mr Jeyanand, the committee found that he was lying in that he stated that they were using the LCD display facility in the class room W504 for learning Japanese. But the video clip shows that they were doing some kind of fun activity not connected to any language learning.</p> <p>Further, from among many students of his class sitting in the room, he was the only one who replied in a provocative manner to the senior students who asked them</p> <p>why are they misusing the display board for fun. Further, these incidents could not have happened if the victims did not behave in a provocative manner for simple questions by others. We recommend that the three complainants also should take an English communication or a foreign language course to improve their communication skills.</p>
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 Signature of the concerned authority along with seal
Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Minutes of Meeting

Date: 10.12.2023

Level of Meeting : Appeal Committee Meeting
 Date : 9.12.23
 Time : 4:30pm to 7:30pm
 Venue : Board Room

Participants:

Members present physically:

Prof. C. Durga Rao C.
 Prof. Jayaseelan M.
 Prof. Iayasree S.

Members Present online:

Dr. Lakshmi Sirisha Maganti
 Dr. Ipsita Pradhan
 Prof. Ramesh V

Student Affairs:

Mr. Prabhuram

The University Appeal Committee commenced the meeting for recommendation of the Student Disciplinary Committee.

S.No	Discussion Points	Response	Action Taken
1	<p>Involving 1. Mr. T. Vara Prasad AP21211230004 (Room No. 1502)</p> <p>M Tarun AP23322130034 (Room No. 427), 3. N Jaswanth AP21110010485 (Room No. 1539), 4. Vishnu Vardan AP2111001098 (Room no. 1532).</p> <p>Upon detailed interrogation of all the 4 students, the committee concludes that Mr. Vara Prasad is the main culprit and others were unexpectedly dragged into the episode that happened on 27-11-2023 at 4.30AM.</p> <p>Vara Prasad is the one who brought the liquor bottles into the room and was trying to dispose the empty bottles early in the</p>	<p>All the members present in the panel accepted the point of discussion in the meeting.</p>	<p>Committee Recommendations:</p> <p>1. Mr. Vara Prasad: The committee upholds the punishment of expulsion of Mr. Vara Prasad from the university hostel given by the Disciplinary committee.</p> <p>2. M Tarun AP23322130034 (Room No. 427), N Jaswanth AP21110010485 (Room No. 1539), and Vishnu Vardan AP2111001098</p>

Minutes of Meeting

	<p>morning of 27-22-2023 and requested others to join him telling a false narration. He also exhibited aggressive behavior against the warden in getting a gate pass at 4.30 AM. The committee found that he was totally lying until the last minutes of the interview.</p>		<p>(Room no. 1532): These 3 students may be allowed to write their end semester examinations. But, they should be expelled from the hostel and their parents should come to the university and take an understanding that the students will not be involved in any unlawful activities in the campus in future. After discussion, these recommendations were circulated to other committee members.</p>
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Signature of the concerned authority along with seal
Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP/Reg. Off/Notification/24/2023-24

05th July 2023

NOTIFICATION

Sub: Reconstitution of the Anti - Ragging Committee & Squads - Reg.
Ref: SRMAP/Reg. Off/Notification/28/2022-23, dated: 19th October 2022

In continuation to the above cited reference, the Competent Authority of the University has been pleased to reconstitute the "Anti - Ragging Committee & Squads" comprising the following members:

Sl. No	Anti - Ragging Committee & Squads	Position
1	Prof Manoj K Arora, Vice Chancellor	Chairperson
2	Dr Vinayak Kalluri, Dean - Academic Affairs	Member
3	Mr Anil Kumar Nigam, Director - Student Affairs	Member
4	Prof Prakash Jadhav, HoD - Mechanical Engineering	Member
5	Dr Ramesh Vaddi, HoD - Electronics and Communication Engineering	Member
6	Dr N Tousif Khan, HoD - Electrical and Electronics Engineering	Member
7	Dr Srabani Basu, HoD - Literature and Languages	Member
8	CA Dr Mahalakshmi Mudliar, HoD - Management	Member
9	Dr G V P Bhagath Singh, HoD - Civil Engineering	Member
10	Dr Manjula Raja, Assistant Professor - Computer Science and Engineering	Member
11	Mr P Ramesh Kumar, Chief Liaison Officer	Member
12	Mr P Ravi Kumar, Chief Security Officer	Member
13	Mr B Uday Kumar, Hostel Warden Cum Parent	Member
14	Mr Preetam V, President - Student Council	Member
15	Ms Niruktha, Vice President - Student Council	Member
16	Ms Revathi Balakrishnan, Assistant Director - Student Affairs	Convenor
Ragging Squad - I		
1	Mr Anil Kumar Nigam, Director - Student Affairs	Chairperson
2	Ms Revathi Balakrishnan, Assistant Director - Student Affairs	Member
3	Dr V Sateesh Krishna Dhuli, Resident Faculty Warden & Assistant Professor - Electronics and Communication Engineering	Member
4	Mr K Suri Babu, Security Officer	Member
Ragging Squad - II		
1	Dr Vijay Kumar Upadhyay, Director - Sports	Chairperson
2	Dr Shubh Lakshmi, Resident Faculty Warden & Assistant Professor - Electrical and Electronics Engineering	Member
3	Mr P Ravi Kumar, Chief Security Officer	Member
4	Mr T Prabhuram, Senior Manager - Student Affairs	Member
5	Mr V Srinivasa Rao, Assistant Librarian	Member

Terms of Reference:

1. The Squads shall be responsible to ensure that the University is completely Ragging free.
2. The Squads shall ensure that appropriate measures are taken to make students feel safe free from Ragging by displaying various posters across the University and establish the complaint procedure.

3. The Chairperson can co-opt the members as and when required.
4. This committee shall come into force with immediate effect and is valid until further orders.

nm ty

Registrar
Dr. R. PREMKUMAR
REGISTRAR
SRM UNIVERSITY - AP
Andhra Pradesh - 522240

To:

The Chairperson and Members of the Anti - Ragging Committee & Squads

Copy to:

1. PS to Vice Chancellor
2. PS to Registrar
3. Deans / Associate Deans / Deputy Dean
4. Directors / Associate Directors / Assistant Directors
5. Chief Finance and Accounts Officer
6. Controller of Examinations
7. All Heads of the Department
8. All Faculty
9. All Staff
10. All Students
11. HRD
12. File

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP/Reg. Off/Notification/28/2022-23

19th October 2022

NOTIFICATION

Sub: Reconstitution of the Anti - Ragging Committee & Squads - Reg.

Ref: SRMAP / Reg / Noti / 004 / 2020 - 21, dated: 4th February 2021

In continuation to the above cited reference, the Competent Authority of the University has been pleased to reconstitute the "Anti - Ragging Committee & Squads" comprising the following members:

Sl. No	Anti - Ragging Committee & Squads	Position
1	Prof Manoj K Arora, Vice Chancellor	Chairperson
2	Prof D Narayana Rao, Pro Vice Chancellor	Member
3	Dr Vinayak Kalluri, Dean - Academic Affairs	Member
4	Mr Anil Kumar Nigam, Director - Student Affairs	Member
5	Prof T Ragunathan, Associate Dean - Engineering Programs, SEAS	Member
6	Prof Prakash Jadhav, HoD - Mechanical Engineering	Member
7	Dr Ramesh Vaddi, HoD - Electronics and Communication Engineering	Member
8	Dr N Tousif Khan, HoD - Electrical and Electronics Engineering	Member
9	Dr Srabani Basu, HoD - English	Member
10	CA Dr Mahalakshmi Mudliar, HoD - Management	Member
11	Dr G V P Bhagath Singh, Faculty Coordinator - Civil Engineering	Member
12	Dr Manjula Raja, Assistant Professor - Computer Science and Engineering	Member
13	Dr E Karthikeyan, Chief Warden & Assistant Professor - Electronics and Communication Engineering	Member
14	Mr P Ramesh Kumar, Chief Liaison Officer	Member
15	Mr P Ravi Kumar, Chief Security Officer	Member
16	Mr B Uday Kumar, Hostel Warden Cum Parent	Member
17	Mr Manikantha, President - Student Council	Member
18	Ms Anisha, Vice President - Student Council	Member
19	Ms Revathi Balakrishnan, Assistant Director - Student Affairs	Convenor
Ragging Squad - I		
1	Mr Anil Kumar Nigam, Director - Student Affairs	Chairperson
2	Ms Revathi Balakrishnan, Assistant Director - Student Affairs	Member
3	Dr V Sateesh Krishna Dhuli, Resident Faculty Warden & Assistant Professor - Electronics and Communication Engineering	Member
4	Mr K Suri Babu, Security Officer	Member
Ragging Squad - II		
1	Dr Vijay Kumar Upadhyay, Director - Sports	Chairperson
2	Dr Shubh Lakshmi, Resident Faculty Warden & Assistant Professor - Electrical and Electronics Engineering	Member
3	Mr P Ravi Kumar, Chief Security Officer	Member
4	Mr T Prabhuram, Senior Manager - Student Affairs	Member
5	Mr V Srinivasa Rao, Assistant Librarian	Member

Terms of Reference:

1. The Squads shall be responsible to ensure that the University is completely Ragging free.
2. The Squads shall ensure that appropriate measures are taken to make students feel safe free from Ragging by displaying various posters across the University and establish the complaint procedure.
3. The Chairperson can co-opt the members as and when required.
4. This committee shall come into force with immediate effect and is valid until further orders.



Registrar
Dr. R. PREMKUMAR
REGISTRAR
SRM UNIVERSITY - AP
Andhra Pradesh - 522240

To:

The Chairperson and All Members of the Anti - Ragging Committee & Squads

Copy to:

1. PS to Vice Chancellor
2. PS to Pro Vice Chancellor
3. PS to Registrar
4. Deans / Associate Deans / Deputy Dean
5. Directors / Associate Directors / Assistant Directors
6. Chief Finance and Accounts Officer
7. Controller of Examinations
8. All Heads of the Department or Faculty Coordinators
9. All Faculty
10. All Staff
11. All Students
12. HRD
13. File

SRM UNIVERSITY - AP, ANDHRA PRADESH

4th February 2021

No: SRMAP / Reg / Noti / 004 / 2020 - 21

Notification

Sub: Formation of Anti Ragging Committee - Reg.

Pursuant to the directives of the Honourable Supreme Court of India and in accordance with the UGC Regulations, on curbing the Menace of Ragging in Higher Educational Institutions, 2009, the University has constituted the Anti-Ragging Committee for overseeing the strict and meticulous implementation of all the directives of UGC and other Statutory Bodies.

The composition for Anti Ragging Committee are as follows:

ANTI RAGGING COMMITTEE

Sl. No	Name	Designation & Department	Membership
1	Prof. V. S. Rao	Vice Chancellor	Chairperson
2	Prof. D. Narayana Rao	Pro Vice Chancellor	Member
3	Dr. B. Sivakumar	Deputy Dean, Academic Affairs	Member
4	Mr. Venkataachalam Sekkappan	Director, Campus Life & Maintenance	Member
5	Dr. T. Rangunathan	Professor, Computer Science & Engineering	Member
6	Dr. Siva Sankar Yellampalli	Professor, Electronics & Communication Engineering	Member
7	Dr. Prakash Jadhav	Associate Professor, Mechanical Engineering	Member
8	Dr. G V P Bhagath Singh	Assistant Professor, Civil Engineering	Member
9	Dr. N. Tousif Khan	Assistant Professor, Electrical & Electronics Engineering	Member
10	Dr. Srabani Basu	Associate Professor, English	Member
11	Dr. Ajitha	Assistant Professor, Management	Member
12	Dr. Malavika Binny	Assistant Professor, History	Member

J. K. Jadhav

13	Mr. Ramesh Kumar Poolla	Chief Liaison Officer	Member
14	Mr. Bitragunta Radha Kishore	Manager Hostel	Member
15	Student Representatives - 1 st , 2 nd , 3 rd & 4 th Year	Will be Notified Separately*	Members
16	Ms. B Revathi	Assistant Director, Student Affairs	Member - Secretary

Note: It is hereby instructed that the Member Secretary of Anti Ragging Committee should form Anti Ragging Squads and inform the Chairman of the Committee.

* On resumption of Classes in Campus.


Registrar

To:

1. PS to Vice Chancellor
2. PS to Pro Vice Chancellor
3. PS to Registrar
4. Deans / Associate Deans / Deputy Dean
5. Chief Finance and Accounts Officer
6. All Directors / Associate Directors / Assistant Directors
7. All Heads of the Department and Faculty Coordinators
8. All Faculty Members
9. Librarian
10. All Staff
11. File

SRM UNIVERSITY - AP, AMARAVATI

No: SRMAP / Reg / Noti / 003 / 2018 - 19

27th May 2019

Notification

Sub: Formation of Anti Ragging Committee - Reg.

Pursuant to the directives of the Honourable Supreme Court of India and in accordance with the UGC Regulations, on curbing the Menace of Ragging in Higher Educational Institutions, 2009, the University has constituted the Anti-Ragging Committee for overseeing the strict and meticulous implementation of all the directives of UGC and other Statutory Bodies.

The composition for Anti Ragging Committee are as follows:

ANTI RAGGING COMMITTEE

Sl. No	Name	Designation & Department	Membership
1	Prof. V. S. Rao	Vice Chancellor	Chairperson
2	Prof. D. Narayana Rao	Pro Vice Chancellor	Member
3	Mr. Venkataachalam Sekkappan	Director, Campus Life & Maintenance	Member
4	Dr. T. Ragunathan	Professor, Computer Science & Engineering	Member
5	Dr. Siva Sankar Yellampalli	Professor, Electronics & Communication Engineering	Member
6	Dr. Prakash Jadhav	Associate Professor, Mechanical Engineering	Member
7	Dr. G V P Bhagath Singh	Assistant Professor, Civil Engineering	Member
8	Dr. N. Tousif Khan	Assistant Professor, Electrical & Electronics Engineering	Member
9	Dr. Srabani Basu	Associate Professor, English	Member
10	Dr. Ajitha	Assistant Professor, Management	Member
11	Dr. Malavika Binny	Assistant Professor, History	Member

12	Mr. Ramesh Kumar Poolla	Chief Liaison Officer	Member
13	Mr. Bitragunta Radha Kishore	Manager Hostel	Member
14	Student Representatives - 1 st , 2 nd , 3 rd & 4 th Year	Will be Notified Separately*	Members
15	Dr. B. Sivakumar	Deputy Registrar	Member - Secretary

Note: It is hereby instructed that the Member Secretary of Anti Ragging Committee should form Anti Ragging Squads and inform the Chairman of the Committee.

To:

1. PS to Vice Chancellor
2. PS to Pro Vice Chancellor
3. PS to Registrar
4. Deans / Associate Deans / Deputy Dean
5. Chief Finance and Accounts Officer
6. All Directors / Associate Directors / Assistant Directors
7. All Heads of the Department and Faculty Coordinators
8. All Faculty Members
9. Librarian
10. All Staff
11. File



Registrar
 Registrar
 SRM University-AP
 Amaravati, Guntur (Dist)
 Andhra Pradesh-522 501



Minutes of Meeting

Meeting Name: Anti – Ragging Committee Meeting

Date: 11th December 2023

Time: 11.00 A.M.

Venue: Boardroom, Admin Block

Attendees: Anti - Ragging Committee members.


Agenda:


- Updates of any recent happenings if any
- Performance report of the Anti-Ragging Squad

Proceedings:

- **Updates on recent happenings:**
- No incidents regarding ragging were reported within the vicinity of the institution.
- **Performance report of the Anti-Ragging Squad:**
 - The committee reviewed the data of previous months and found no instances of detrimental behavior or ragging incidents.
- The committee put on record the satisfaction on the successful conduct of Aloha.
- The committee encouraged the Directorate of Student Affairs to maintain strictness and vigilance with regard to any kind of indiscipline behaviour of students on on campus.

Minutes recorded by: Ms. Revathi Balakrishnan


Convener
Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.


Chairperson



Minutes of Meeting

Meeting Name: Anti – Ragging Committee Meeting

Date: 13th Aug, 2023

Time: 4.00 P.M.

Venue: Boardroom, Admin Block

Attendees: Anti - Ragging Committee members.

Agenda:

- Preparation for prohibition of Ragging on campus.
- Updates of any recent happenings if any

Proceedings:

- **Introductory remarks and suggestions from the chairperson**
 - The chairperson in his opening remarks informed that the new students will be joining the university on Aug 16, 2023 and that we need to ensure zero incident of ragging on campus. He reiterated the roles and responsibilities of anti ragging squad, chief warden and wardens, and senior students in prohibition of ragging on campus. He also enquired from the admission team about undertaking by the students and parents. He also emphasized the role of faculty mentors during the initial period of students' stay on campus when they are in the process of settling down.
- **Preparatory measures:**
 - As the university has operationalized new multi-storyed boys hostel, the Directorate of Student Affairs was asked to cover all the sensitive areas with increased number of posters at prominent places
 - Directorate of CLM was asked to check all CCTV cameras on the campus
 - The anti-ragging squads were formed.
- **Anti-Ragging Squad:**
 - The squad will perform regular evening visits to the hostels.
- The committee also suggested to spread awareness via email about the negative social impact and consequences of ragging, along with the associated penalties.
- Discussions on new policies were also held.
- The committee conducted a thorough review of the last year and was happy to note that no instances of detrimental behavior or ragging incidents were reported..

Minutes recorded by: Ms. Revathi Balakrishnan



Convener
Directorate of Student Affairs
SRM University AP, Andhra Pradesh
District,
Andhra Pradesh, Pincode-522240.



Chairperson



Minutes of Meeting

Meeting Name: Anti – Ragging Committee Meeting

Date: 21st October 2022

Time: 4.00 P.M.

Venue: Boardroom, Admin Block

Attendees: Anti - Ragging Committee members.

Agenda:

- Updates of any recent happenings if any
- Performance report of the Anti-Ragging Squad

Proceedings:

- **Introductory remarks and suggestions from the chairperson**
 - The chairperson in his opening remarks informed the members about the university's preparations on prohibition of ragging on the campus. He also reiterated the roles and responsibilities of anti ragging squad, chief warden and wardens, and senior students.
- **Preparatory measures:**
 - Display of posters and standies at prominent places
 - Checking of all CCTV cameras on the campus
 - Spreading of awareness via email about the negative social impact and consequences of ragging, along with the associated penalties.
- Newly introduced policies were also discussed.
- **Updates:**
 - No incidents regarding ragging were reported within the vicinity of the institution.
 - The anti-ragging squad discussed their regular evening visits to the hostels and commended the punctual attendance of faculty members on Anti-Ragging duty.
 - The squad was requested to ensure complete strictness and vigilance with regard to any ragging activities on campus, as the university has zero tolerance policy with regard to ragging on campus.

Minutes recorded by: Ms. Revathi Balakrishnan

Directorate of Student Affairs
SRM University AP, Andhra Pradesh
Convener
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.


Chairperson

Minutes of Meeting

Meeting Name: Anti – Ragging Committee Meeting

Date: 21st March 2022

Time: 10.30 A.M.

Venue: Boardroom, Admin Block

Attendees: Anti - Ragging Committee members.

Agenda:

- Updates of any recent happenings if any
- Performance report of the Anti-Ragging Squad

Proceedings:

- **Updates on recent happenings:**
- No incidents regarding ragging were reported within the vicinity of the institution.
- **Performance report of the Anti-Ragging Squad:**
- The squad held discussions regarding their routine evening visits to the hostels. Additionally, they acknowledged the consistent and punctual attendance of faculty members assigned to Anti-Ragging duty.
- The committee conducted a review of the previous months to assess any instances of detrimental behavior or ragging incidents. It was reported that no such incidents were found during the specified period.
- Students who wanted to dine outside on certain occasions were strongly cautioned not to.

Minutes recorded by: Ms. Revathi Balakrishnan



Convener



Chairperson

Minutes of Meeting

Meeting Name: Anti – Ragging Committee Meeting

Date: 08th January 2020

Time: 10.00 A.M.

Venue: Boardroom, Admin Block

Attendees: Anti - Ragging Committee members

Agenda:

- Updates of any recent happenings if any
- Performance report of the Anti-Ragging Squad

Proceedings:

- **Updates on recent happenings:**
- No incidents regarding ragging were reported within the vicinity of the institution.
- **Performance report of the Anti-Ragging Squad:**
- The squad discussed the regular evening visits to hostels and noted the punctual attendance of faculty members assigned to Anti-Ragging duty.
- The committee reviewed previous months for detrimental behavior or ragging incidents; no such reports were found.

Minutes recorded by: Dr. B Sivakumar


Convener





Chairperson

Meeting Name: Anti – Ragging Committee Meeting

Date: 20th September 2019

Time: 11.30 A.M.

Venue: Boardroom, Admin Block

Attendees: Anti - Ragging Committee members.

Agenda:

- Updates of any recent happenings if any
- Action plan for prevention and handling of ragging.

Proceedings:

- **Updates on recent happenings:**
- No incidents regarding ragging were reported within the vicinity of the institution.
- **Action plan for prevention and handling of ragging:**
- The Chairperson & Convener of the committee enquired about posters on Anti-Ragging in the Hostels, Canteens, Library, and other common areas, regarding the awareness on punishments and consequences for ragging.
- The committee members recommended establishing special anti-ragging squads and implementing monitoring activities to combat the issue effectively.
- The Chairperson & Convener of the committee instructed the hostel Wardens to take necessary measures in the hostels' premises for the upcoming batch of students.
- **Plan for duty of members for the Anti-Ragging Squad:**
- The Chairperson of the Anti-Ragging Committee sought administrative staff to prepare rosters for staff members for Anti-Ragging duty and to start postings as soon as students are admitted to the hostels.

Minutes recorded by: Dr. B Sivakumar


Convener




Chairperson

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP/Reg. Off/Notification/06/2023-24

12th July 2023

NOTIFICATION

Sub: Reconstitution of Internal Complaints Committee - Reg.

Ref: SRMAP/Reg. Off/Notification/41/2022-23, dated: 30th November 2022

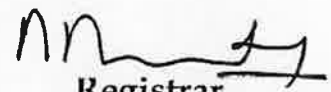
In continuation to the above cited reference, the Competent Authority of the University has been pleased to reconstitute the **Internal Complaints Committee** as under:

Composition	
I. Chairperson - Ex Officio	
1. Prof Poovammal E - Professor, Department of Computing Technologies, SRMIST, poovamme@srmist.edu.in, 9444460822	
II. Faculty Members	
1. Dr Pankaj Pathak, Associate Professor - Department of Environmental Science and Engineering	
2. Dr Ipsita Pradhan, Assistant Professor - School of Liberal Arts and Social Sciences	
3. Dr S Priyanka, Assistant Professor - Department of Computer Science and Engineering	
III. Non - Teaching Members	
1. Mr Anil Kumar Nigam, Director - Student Affairs	
2. Ms B Revathi, Assistant Director - Student Affairs	
3. Ms Muktha K V, Deputy Manager, Finance and Accounts	
IV. Student Representatives	
From Student Council	
V. Nominees of Executive Authority*	

*Being Nominated

Terms of Reference:

1. As per UGC Notification dated: 02nd May 2016. University Grants Commission (Prevention, Prohibitions and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions), Regulations, 2015. Any amendments / circulars issued from time to time.
2. Any other matters incidental there to referred by the Competent Authority,
3. This Committee can be expanded as per requirements.
4. This Committee shall come into force with immediate effect and is valid until further orders.



Registrar
Dr. R. PREMKUMAR
REGISTRAR
SRM UNIVERSITY - AP
Andhra Pradesh - 522240

To:

The Chairperson and Members of the Internal Complaints Committee

Copy to:

1. PS to Vice Chancellor
2. PS to Registrar
3. Deans / Associate Deans / Deputy Dean
4. Chief Finance and Accounts Officer
5. All Directors / Associate Directors / Assistant Directors
6. All Heads of the Department and Faculty Coordinators
7. All Faculty Members
8. Librarian
9. HRD
10. All Staff
11. File

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP/Reg. Off/Notification/41/2022-23

30th November 2022

NOTIFICATION

SUB: Reconstitution of Internal Complaints Committee of SRM AP - Reg.

Ref: SRMAP/Reg. Off/Notification/011/2020 - 21, dated: 17th February 2021


In continuation to the above cited reference, the Competent Authority of the University has been pleased to reconstitute the **Internal Complaints Committee** of SRM AP as under:

Composition	
I. Chairperson - Ex Officio	
1. Prof. Radha Guha - Professor, Department of Computer Science and Engineering	
II. Faculty Members	
1. Dr Jayasree Subramanian - Associate Professor, Department of Mathematics	
2. Dr S Priyanka - Assistant Professor, Department of Computer Science and Engineering	
3. Dr T Jaya Lakshmi - Assistant Professor, Department of Computer Science and Engineering	
III. Non - Teaching Members	
1. Mr Anil Kumar Nigam , Director - Student Affairs	
2. Ms B Revathi , Assistant Director - Student Affairs	
3. Ms Muktha K V , Deputy Manager, Finance and Accounts	
IV. Student Representatives	
1. Mr Kshitij Singh (AP21110011030) - B. Tech., CSE - III Sem	
2. Ms Pavani Narra (AP22322130058) - MBA, General - I Sem	
3. Ms P L Lahari (AP21135020002) - Ph. D., ECE	
V. Nominees of Executive Authority*	

*Being Nominated

Terms of Reference:

1. As per UGC Notification dated: 02nd May 2016. University Grants Commission (Prevention, Prohibitions and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions), Regulations, 2015. Any amendments / circulars issued from time to time.
2. Any other matters incidental there to referred by the Competent Authority.
3. This Committee can be expanded as per requirements.
4. This Committee shall come into force with immediate effect and is valid until further orders.


Dr. R. PREM Kumar
REGISTRAR
SRM UNIVERSITY AP
Andhra Pradesh - 522240
Page 1 of 2

To:

The Chairperson and all the Members of the Internal Complaints Committee

Copy to:

1. PS to Vice Chancellor
2. PS to Pro Vice Chancellor
3. PS to Registrar
4. Deans / Associate Deans / Deputy Dean
5. Chief Finance and Accounts Officer
6. All Directors / Associate Directors / Assistant Directors
7. All Heads of the Department and Faculty Coordinators
8. All Faculty Members
9. Librarian
10. All Staff
11. File

SRM UNIVERSITY - AP, ANDHRA PRADESH

No: SRMAP/Reg. Off/Notification/011/2020 - 21

17th February 2021

NOTIFICATION

SUB: Constitution of Internal Complaints Committee of SRM AP - Reg.

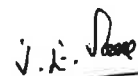
The Competent Authority has constituted the Internal Complaints Committee of SRM AP as under:

Composition	
I. Chairperson - Ex Officio	
1. Prof. Radha Guha - Professor, Department of Computer Science and Engineering	
II. Faculty Members	
1. Dr. Jayasree Subramanian - Associate Professor, Department of Mathematics	
2. Dr. S. Priyanka - Assistant Professor, Department of Computer Science and Engineering	
3. Dr. T. Jaya Lakshmi - Assistant Professor, Department of Computer Science and Engineering	
III. Non - Teaching Members	
1. Wg Cdr S. Venkataachalam - Director, Campus Life and Maintenance	
2. Ms. B. Revathi - Assistant Director, Department of Student Affairs	
3. Ms. A. Ambica - Assistant Manager, Department of Academic Affairs	
IV. Student Representatives	
1. Under Graduate*	
2. Post Graduate*	
3. Research*	
V. Nominee of Executive Authority*	

*Being Nominated

Terms of Reference:

1. As per UGC Notification dated: 02nd May 2016. University Grants Commission (Prevention, Prohibitions and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions), Regulations, 2015. Any amendments / circulars issued from time to time.
2. Any other matters incidental there to referred by the Competent Authority.
3. The Committee can be expanded as per requirements.


Registrar

J. Ernest Samuel Ratnakumar

Registrar M.Com, MBA, LL.M.

SRM University - AP
Andhra Pradesh - 522240.

Page 1 of 2

To:

1. PS to Vice Chancellor
2. PS to Pro Vice Chancellor
3. PS to Registrar
4. Deans / Associate Deans / Deputy Dean
5. Chief Finance and Accounts Officer
6. All Directors / Associate Directors / Assistant Directors
7. All Heads of the Department and Faculty Coordinators
8. All Faculty Members
9. Librarian
10. All Staff
11. File

J. K. D.

J. Ernest Samuel Ratnakumar
Registrar M.Com. MBA, LL.M.
SRM University - AP
Andhra Pradesh - 522240.

SRM UNIVERSITY - AP, ANDHRA PRADESH

Office Order

SRM - AP / Appointment of ICC / 2019 - 2020 / 13 / Dated: 16.12.2019

The undersigned is directed to convey that the competent authority has appointed the following Internal Complaints Committee (ICC) and Special Cell to deal with the issues of gender based violence and to conduct Gender Sensitization Program and also for prevention, prohibition and redressal of Sexual Harassment of women employees and students in the University. This appointment is for a period of two years or until further orders, whichever is earlier. This order comes into force with immediate effect.

Internal Complaints Committee (ICC) and Special Cell			
Sl. No	Name	Role	Email Id
1	Ms Suma Nulu Chief Finance & Accounts Officer	Chair	suma.n@srmmap.edu.in
2	Wg Cdr S Venkataachalam Director Campus Life & Maintenance	Member	venkataachalam.s@srmmap.edu.in
3	Dr B Sivakumar Deputy Registrar	Member	sivakumar.b@srmmap.edu.in
4	Dr Priyanka. S Department of Computer Science and Engineering	Member	priyanka.s@srmmap.edu.in
5	Dr Bhagyalakshmi Kalidass Department of Environmental Science	Member	bhagyalakshmi.k@srmmap.edu.in
6	Dr Maanvender Singh Department of History	Member - Convenor	maanvender.s@srmmap.edu.in
7	Dr T. Jaya Lakshmi Department of Computer Science and Engineering	Member	jayalakshmi.t@srmmap.edu.in
8	Ms B Revathi Assistant Director - Student Affairs	Member	revathi.b@srmmap.edu.in
9	Ms Neelima Krishnakumar Student Counselor	Member	neelima.k@srmmap.edu.in
10	Ms Ambica Addhanki Assistant Manager - Administration	Member	ambica.a@gp.srmmap.edu.in
10	Legal Officer	Member	
11	NGO	Member	


Registrar

P.T.O.
Registrar

SRM UNIVERSITY-AP
Andhra Pradesh-522 240

To:

All Members

Copy to:

1. All Deans
2. All Heads / Faculty Coordinators of Departments
3. All Directors
4. Chief Finance and Accounts Officer
5. Deputy Registrar
6. All Faculty
7. Resident Faculty Wardens
8. Wardens / Deputy Wardens / Assistant Wardens
9. Assistant Director - Student Affairs
10. Librarian
11. Chief Security Officer
12. Web Administrator
13. PS to VC
14. PS to Pro VC
15. PS to Registrar
16. File

Minutes of Meeting

Date: 17/10/2023

Minutes of Meeting

Level of Meeting : Internal Complaint Committee (ICC)
 Date : 17.10.2023
 Time : 10am to 11am
 Venue : ALC 1, Third floor, Homi J Block

Participants:

1. Prof Poovammal - Chairperson ICC
2. Dr Pankaj Pathak - Associate Professor
3. Dr Priyanka S - Assistant Professor
4. Mr. Anil Nigam - Director -Student Affairs
5. Ms. Revathi B - Assistant Director- Student Affairs
6. Ms. Muktha - Deputy Manager -Finance and Accounts
7. Mr. Preetam-Student Council President
8. Ms. Sanjana-Student Council General Secretary

Absentees: Nil

Agenda: Follow-up on Points Discussed

S.No	Discussion Points	Response	Action Taken
1	Web Page Content	All the members present in the panel accepted the point of discussion in the meeting.	It was discussed that the official SRM University-AP website's Internal Complaints Committee page should include a statement with the email address " icc@srmmap.edu.in " for reporting complaints related to sexual harassment. This information should be prominently displayed on the webpage.

Minutes of Meeting

2	Contact Information for ICC Members:		It was agreed that the contact email addresses of all ICC members should be listed below their affiliations on the ICC webpage for ease of communication.
3	Policy on ICC:		It was suggested that a comprehensive policy on the Internal Complaints Committee (ICC) should be available on the SRMAP website. A sample policy is available on the "Internal Complaints Committee Policies - SRMIST" webpage, which can serve as a reference. The content of this policy should be reviewed by the university's legal counsel to ensure its accuracy and compliance.
4	Posters Display:		It was decided that posters containing the list of ICC members should be prominently displayed in various university buildings, particularly where anti-ragging posters are already displayed. A sample format for these posters is attached as "POSHPosters."

Minutes of Meeting

5	Approval of ICC Meeting Minutes:		<p>The minutes of the first meeting of the ICC members, held on 17th October from 10-11 am, should be prepared and approved by the university's Registrar. These approved minutes should then be filed accordingly.</p>
6	. Event Reporting:		<p>It was discussed that the first event report for the ICC should be related to a session on "Workplace Ethics" attended by faculty members. The report should include geotagged photos and should be featured in the events column of the ICC-SRMAP webpage.</p> <p>Additionally, a corresponding attendance sheet (if available) should be maintained in a file. If the audience is substantial, a Google Form can be used for feedback and attendance tracking.</p>
7	Monthly Events Calendar:		<p>It was suggested that the ICC should plan and host at least one event per month. One or two ICC members can be in charge of</p>

Minutes of Meeting

			each event. An ICC event calendar should be prepared and hosted on the ICC-SRMAP webpage for transparency and awareness.
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Action Items:

- Dr Ipsita will oversee the implementation of the web page content updates.
- The ICC members will provide their contact information for inclusion on the website.
- Ms Revathi will coordinate with the university's Administration to finalize the ICC policy.
- The ICC members will collaborate to create and post the ICC posters.
- Ms Revathi will prepare the minutes of the first ICC meeting for approval by the Registrar.
- ICC members will plan and organize monthly events, with the Registrar advising the coordination of the event calendar.



Signature of the concerned authority along with seal

Directorate of Student Affairs
SRM University-AP, Andhra Pradesh
Neerukonda, Guntur District,
Andhra Pradesh, Pincode-522240.

Minutes of Meeting

Date: 30/11/2022

Level of Meeting : Internal Complaint Committee (ICC)
Date : 30.11.2022
Time : 11am to 12pm
Venue : ALC

Participants:

1. Chairperson- Ex Officio

- a) Prof Radha Guha- Prof CSE

2. Faculty Members

- a) Dr. Jayasree Subramanian - Associate Professor, Department of Mathematics.
- b) Dr. S Priyanka - Assistant Professor, Department of CSE
- c) Dr. T Jaya Lakshmi - Assistant Professor, Department of CSE

3. Non -Teaching Members

- a) Mr. Anil Kumar Nigam- Director, Student Affairs
- b) Ms B Revathi- Assistant Director , Student Affairs
- c) Ms. Muktha K V - Dy. Manager , Finance and Accounts.

4. Student Representatives

- a) Mr. Kshitij Singh (AP21110011030) - B Tech CSE , 3rd Sem
- b) Ms Pavani Narra (AP22322130058)- MBA, General- I sem
- c) Ms P L Lahari (AP211135020002) Ph D, ECE

Agenda: Reconstitution of Internal Complaint Committee

Minutes of Meeting

S.No	Discussion Points	Response	Action Taken
1	Welcoming of the members	All the members present in the panel accepted the point of discussion in the meeting.	Prof Radha Guha welcomed all the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year 2021-2022.
2	Report Submission		A report was submitted stating that there were no cases relating to sexual harassment in the college during the last academic year.
3	Program and Activities		It was decided to conduct programs and activities about gender equity and gender sensitization.
4	Conclusion		As there were no other points for discussion, the meeting was concluded with a vote of thanks by Dr. S Priyanka



Signature of the concerned authority along with seal
 Directorate of Student Affairs
 SRM University-AP, Andhra Pradesh
 Neerukonda, Guntur District,
 Andhra Pradesh, Pincode-522240.

Grievance Redressal of Students Policy

1. Background

- a) This policy has been framed in line with the provisions of the “**University Grants Commission Grievance Redressal Regulations, 2012**” of India (hereinafter referred to as the “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.
- b) These regulations shall be called the “SRM University-AP, Amaravati Regulations Governing Grievance Redressal of Students”.

2. Purpose

SRM University-AP, Amaravati is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system for its students, which is easily accessible and offered to complainants at no charge.

3. Aim

The aim of these rules is

- a) To develop a culture of understanding, addressing and providing quick redress to grievances and take steps to prevent recurrence of such incidents;
- b) To set in place a grievance handling system that is student focused;
- c) To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- d) To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
- e) To ensure that there is a consistent response to grievances.

4. Scope and Applicability

- a) These Regulations shall cover any kind of grievance that students of the University may face during their stint in the University.
- b) A ‘Student’ for the purpose of these regulations shall mean a student enrolled for a full-time programme of the University

5. Definitions

- a) ‘Grievance’ is defined as a student’s dissatisfaction with respect to any aspect of the University’s activities and services.
- b) ‘Person’ referred herein shall mean a student on the rolls of the University.
- c) ‘University’ means the SRM University-AP, Amaravati.



A handwritten signature in black ink, appearing to be "B. S. Srinivasulu Reddy".

Note: In these Regulations wherever 'he' and 'his' occurs, these shall mean to imply 'he/she' and 'his/her' respectively.

6. Types of grievance

Types of Student grievance

These grievances can be in the nature of:

- a) Grievances that are academic in nature
- b) Against faculty
- c) Grievance related to examination
- d) Grievance related to summer internship & placements
- e) Grievance related to amenities & services
- f) Grievance related to stay at hostel
- g) Grievance related to finance
- h) Grievance related to student conflicts
- i) Harassment by fellow students or the faculty/ staff etc.

7. Procedure for redressal of grievance

7.1 Informal Resolution before an issue becomes a formal grievance

- a) Students will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions /counseling.
- b) Aggrieved students should first approach the respective Course Coordinator/Mentor who will informally try to resolve the problem. Wherever necessary, the Course Coordinator may seek guidance from the appropriate authority for the purpose.

7.2 Grievance handling and resolution mechanism

- a) Matrix for grievance redressal mechanism for students is given under clause 10 of these regulations.
- b) The grievance Redressal mechanism has three levels of grievance redressal of which Level-III is the Appellate Authority.
- c) Formal grievances shall be submitted in writing stating full material facts to the First Level Grievance Handling Authority as specified under clause 10 of these regulations.

7.3 Procedure and Stages in Grievance Handling

The following procedure can be followed by the students to seek redressal of grievance of any kind whether academic or non-academic in nature, as specified under clause 6 above:

- a) Stage 1
 - i. Formal complaint by the aggrieved person shall be submitted in writing to the Level-I Grievance Handling Authority, as specified under clause 10.



B. N. S.
[Handwritten signature]

- ii. The authority concerned will acknowledge receipt of the complaint and initiate the Redressal process within two working days.
 - iii. If felt necessary, the designated authority may allow an opportunity to the complainant to formally present his/her case along with relevant documents in support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to face interview with the complainant.
 - iv. The Authority concerned will then endeavor to resolve the grievance within next seven working days of receiving the formal grievance and convey the outcome / action taken to the complainant.
 - v. The Level 1 authority, may get the matter investigated through a designated subcommittee, if so considered necessary to arrive at a decision.
 - vi. Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.
- b) Stage 2:
- i. If a complainant does not receive any response within the seven working days or is dissatisfied with the outcome of the complaint, s/he may prefer an appeal in writing with the Level-II Grievance Handling Authority concerned as specified under Clause 10 of these regulations.
 - ii. The Level-II Authority will consult with the complainant and other relevant parties within ten working days of receiving the appeal. Wherever possible, such consultations may be in the form of face-to –face discussion.
 - iii. Following the consultation, the Authority concerned will take further steps to address the grievance and communicate the same to the complainant.
- c) Stage 3:
- i. If a complainant is still dissatisfied with the outcome or decision of Level-II Authority on the appeal, he/she may represent the matter to the Appellate Authority as specified under clause 10 of these regulations.
 - ii. The concerned Appellate Authority will convey its decision within five working days from receiving the appeal.
 - iii. The decision of the Appellate Authority will be final and no further appeal will be entertained under any circumstances.

8. Confidentiality

- a) During all stages of the Grievance Handling and Resolution Procedure, the University will take all possible steps to ensure that the complainant and the respondent are not victimized or discriminated against
- b) Implementation of the procedure will be done without prejudice to either party.
- c) At all stages of this procedure, a full explanation (in writing for decisions and) of the actions taken as part of the process will be provided if so requested by the complainant or the respondent.
- d) While dealing with the issue, all possible confidentiality and privacy will be maintained and all records relating to such complaints will be treated as confidential.



B. J. Srinivasulu Reddy

- e) Records concerning grievances handled under this procedure and their outcomes shall be maintained for a period of one year.
- f) There will be no cost to the complainant for utilizing this grievance and appeal process.

9. Ombudsman

Appointment of Ombudsman

- a) Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a Retired Professor who has at least ten years' experience as a Professor
- b) The Ombudsman shall not, at the time of appointment, during one year before such appointment, or in the course of his tenure as Ombudsman, be in a conflict of interest with the University where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the university.
- c) The Ombudsman shall be appointed by the university on part-time basis

Term of Ombudsman

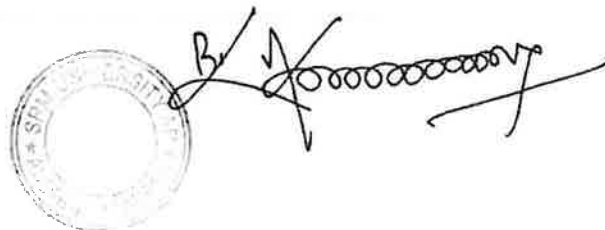
The Ombudsman shall be a part time officer appointed for a period of three years or until he attains the age of seventy years, whichever is earlier, from the date he resumes the office and may be reappointed for another term in the same university.

Powers and functions of Ombudsman

- a) The Ombudsman shall exercise his powers to hear any grievance
 - i. Of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
 - ii. Of any applicant for admission as student to such institution.
- b) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- c) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Castes, the Scheduled Tribes, Socially and Economically Backward Classes, minority or disabled category, as amicus curiae, for hearing complaints of alleged discrimination.

Procedure in redressal of grievance by Ombudsman

Procedure in redressal of grievance by Ombudsman will be followed as per the Act under Clause 7.



10. Matrix of grievance handling authorities

S. No	Nature of Grievances	Level-1 Grievance Handling	Level-2 Grievance Handling	Appellate Authority
1	Grievances that are academic in nature	Department Coordinator	Dean of Respective School	Vice Chancellor
2	Against Faculty	Department Coordinator	Dean of Respective School	Vice Chancellor
3	Grievance related examination	Department Coordinator	Controller of Examination	Vice Chancellor
4	Grievance related to summer internship & placements	Department Coordinator	Director – Corporate Relations & Placements	Vice Chancellor
5	Grievance related to amenities & services	Manager – Student Affairs	Director – Student Affairs	Vice Chancellor
6	Grievance related to stay at hostel	Hostel Warden	Director - Student Affairs	Vice Chancellor
7	Grievance related to finance	Senior Manager - Finance	Chief Finance and Accounts Officer	Vice Chancellor
8	Grievance related to student conflicts	Warden / Manager – student Affairs	Director – Student Affairs	Vice Chancellor
9	Harassment by fellow students or the faculty/ staff etc.*	Warden / Department Coordinator	Dean of Respective School / Director – Student Affairs	Vice Chancellor

*Cases related to Sexual Harassment will follow 'Policy on prevention of sexual harassment at workplace: Guidelines for SRM University-AP, Amaravati'.

B. Sivakumar
20/5/19

Dr. B. Sivakumar
Deputy Registrar
SRM UNIVERSITY AP
Amaravati, AP-522503



9. Appendix 1: List of Student Grievances

a) Grievances that are Academic in nature

- i. Academic Quality
- ii. Suspension of student
- iii. Academic Integrity dispute
- iv. Course material
- v. Class time table
- vi. Inadequate learning resources (IT, Library, Labs / Equipment, etc.)
- vii. Attendance/directed reading
- viii. Internal Assessment
- ix. Co-curricular activities
- x. Grade Dispute

b) Against Faculty

- i. Academic delivery & quality
- ii. Classroom conduct
- iii. Regularity & punctuality
- iv. Any discrimination / victimization of students

c) Grievance related to examination

- i. Registration / Re-registration / Student Records
- ii. Mid-Semester / End-Semester / Supplementary exam scheduling / date sheet
- iii. Evaluation of answer books Grading / results
- iv. Re-checking/ Re- evaluation
- v. De-barred / Year back cases
- vi. Discrepancy in Diplomas / Degrees

d) Grievance related to Summer Internship & Placements

- i. Discrimination in summer Internship selection
- ii. Discrimination or non-adherence of placement procedures /rules

e) Grievance related to Amenities & Services

- i. Common services (Transportation / Canteen / Medical, etc.)
- ii. Extra-curricular facilities
- iii. Student Financial Aid
- iv. Travel Concession
- v. Identity Cards

f) Grievance related to stay at hostel

- i. Quality of Food and Hygiene
- ii. Hostel amenities

g) Grievance related to finance

- i. Fees and Dues
- ii. Fee Concessions
- iii. Scholarships



[Handwritten Signature]

- iv. Refunds
- h) Grievance related to student conflicts**
 - i. Conflict between students of same Program
 - ii. Intra-School conflicts
 - iii. Inter-School conflicts
- i) Harassment by fellow students or faculty/ staff etc.**
 - i. Bullying


Dr. B. Sivakumar
Deputy Registrar
SRM UNIVERSITY AP
Amaravati, AP-522503 20/5/19



SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP/Reg. Off/Notification/07/2023-24

05th July 2023

NOTIFICATION

Sub: Reconstitution of Students' Grievance Redressal Committee - Reg.
Ref: SRMAP/Reg. Off/Notification/42/2021-22, dated: 24th January 2022

The competent authority of the University has been pleased to reconstitute Students' Grievance Redressal Committee with the following members.

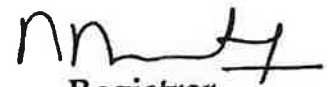
Sl. No	Students' Grievance Redressal Committee	Position
1	Prof Ranjit Thapa, Dean i/c - School of Engineering and Sciences	Chairperson
2	Ms. B. Revathi, Assistant Director - Student Affairs	Member
3	Dr Sabyasachi Mukhopadhyay, Associate Professor - Department of Physics	Member
4	Dr. Mahalakshmi Mudliar, Associate Professor - Paari School of Business	Member
5	Prof P Vivekananda Shanmuganathan, Professor - Department of Mechanical Engineering	Member
6	Dr. Priyanka Singh, Assistant Professor - Department of Computer Science and Engineering	Member
7	Dr. V Sateesh Krishna Dhuli, Assistant Professor - Department of Electronics and Communication Engineering	Member - Convener

Terms of Reference:

1. The committee shall look into the Grievances reported by the students.
2. The quorum of the meeting shall be 2/3rd, including the Chairperson.
3. The Grievance Redressal Committee shall follow the principles of natural justice while considering the Grievances of the students.
4. While considering the Grievance of the students related to academic / discipline issues, the concerned HoD / Faculty member shall also be invited to the committee meeting to present their views.
5. The Grievance Redressal Committee shall send the report and recommendations to the Vice Chancellor of the University within 15 days of receiving the Grievance.

To:

The Chairman and members of Student's Grievance Redressal Committee


Registrar
Dr. R. PREMKUMAR
REGISTRAR
SRM UNIVERSITY - AP
Andhra Pradesh - 522240

Copy to:

1. PS to Vice Chancellor
2. PS to Registrar
3. Deans / Associate Deans / Deputy Dean
4. Directors / Associate Directors / Assistant Directors
5. Chief Finance and Accounts Officer
6. Controller of Examinations
7. All Head of the Departments and Faculty Coordinators
8. All Faculty
9. All Staff
10. File

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP/Reg. Off/Notification/42/2021-22

24th January 2022

NOTIFICATION

Sub: Reconstitution of Grievance Redressal Committee - Reg.

The competent authority of the University has been pleased to Reconstitute Grievance Redressal Committee with the following members.

Sl. No	Grievance Redressal Committee	Position
1	Prof. B. V. Babu Dean - School of Engineering and Sciences (SEAS)	Chairperson
2	Ms. B. Revathi Assistant Director - Student Affairs	Member
3	Prof. Jayaseelan Murugaiyan Head, Department of Biological Sciences	Member
4	Dr. Mahalakshmi Mudliar Associate Professor, School of Entrepreneurship and Management Studies	Member
5	Dr. Sheela Singh Associate Professor, Department of Mechanical Engineering	Member
6	Dr. Priyanka Singh Assistant Professor, Department of Computer Science and Engineering	Member
7	Dr. A. Lakshmana Rao Faculty Coordinator, Department of Commerce	Member - Convener

Terms of Reference:

1. The committee shall look into the Grievances reported by the students, faculty and staff.
2. The quorum of the meeting shall be 2/3rd, including the Chairperson.
3. The Grievance Redressal Committee shall follow the principles of natural justice while considering the Grievances of the students, faculty and staff.
4. While considering the Grievance of the students related to academic / discipline issues, the concerned HoD / Faculty member shall also be invited to the committee meeting to present their views.
5. While considering the Grievance of faculty and staff in respect to the service matters, HR representative of appropriate level shall be invited to the committee meeting.
6. The Grievance Redressal Committee shall send the report and recommendations to the Vice Chancellor of the University within 15 days of receiving the Grievance.


Registrar

Registrar

SRM UNIVERSITY-AP
Andhra Pradesh-522 240.

To:

The Chairman and members of Grievance Redressal Committee

Copy to:

1. PS to Vice Chancellor
2. PS to Pro Vice Chancellor
3. PS to Registrar
4. Deans / Associate Deans / Deputy Dean
5. Directors / Associate Directors / Assistant Directors
6. Chief Finance and Accounts Officer
7. Controller of Examinations
8. All Head of the Departments and Faculty Coordinators
9. All Faculty
10. All Staff
11. File

SRM UNIVERSITY - AP, AMARAVATI

No: SRMAP / Reg / Noti / 001 / 2018 - 19

24th May 2019

NOTIFICATION

Sub: Constitution of Students' Grievance Redressal Committee - Reg.

The competent authority of the University has been pleased to constitute Students' Grievance Redressal Committee with the following members.

Sl. No	Students' Grievance Redressal Committee	Position
1	Dr. B. Sivakumar Deputy Registrar	Chairperson
2	Mr. Rana Vikram Singh , Assistant Director - Student Affairs	Member
3	Dr Sabyasachi Mukhopadhyay , Associate Professor - Department of Physics	Member
4	Dr. A. Lakshmana Rao Faculty Coordinator, Department of Commerce	Member
5	Dr. Panchagnula Jayaprakash Sharma , Assistant Professor - Department of Mechanical Engineering	Member
6	Dr. Malavika Binny Assistant Professor, Department of History	Member
7	Dr. V Sateesh Krishna Dhuli , Assistant Professor - Department of Electronics and Communication Engineering	Member - Convener

Terms of Reference:

1. The committee shall look into the Grievances reported by the students.
2. The quorum of the meeting shall be 2/3rd, including the Chairperson.
3. The Grievance Redressal Committee shall follow the principles of natural justice while considering the Grievances of the students.
4. While considering the Grievance of the students related to academic / discipline issues, the concerned HoD / Faculty member shall also be invited to the committee meeting to present their views.
5. The Grievance Redressal Committee shall send the report and recommendations to the Vice Chancellor of the University within 15 days of receiving the Grievance.




Registrar
Registrar
SRM University-AP
Amaravati, Guntur (Dist)
Andhra Pradesh-522 503

To:

The Chairman and members of Student's Grievance Redressal Committee

Copy to:

1. PS to Vice Chancellor
2. PS to Registrar
3. Deans / Associate Deans / Deputy Dean
4. Directors / Associate Directors / Assistant Directors
5. Chief Finance and Accounts Officer
6. Controller of Examinations
7. All Head of the Departments and Faculty Coordinators
8. All Faculty
9. All Staff
10. File



Grievance Redressal of Employees Policy

1. Background

- a) These regulations shall be called the "SRM University-AP, Amaravati Regulations Governing Grievance Redressal of Employees".

2. Purpose

SRM University-AP, Amaravati is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system for its employees, which is easily accessible and offered to complainants at no charge.

3. Aim

The aim of these rules is

- a) To develop a culture of understanding, addressing and providing quick redress to any grievance and take steps to prevent recurrence of such incidents;
- b) To set in place a grievance handling system that is employee focused;
- c) To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- d) To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
- e) To ensure that there is a consistent response to grievances.

4. Scope and Applicability:

- a) These Regulations shall cover any kind of grievance that employees of the University may face during their stint in the University.
- b) The workplace for the purpose of this policy is defined as the campus, any official travel or transport provided by the University, team events, social events related to employee duties/study, any venue whereby employees find them as a result of work or duties/study.

5. Definitions

- a) 'Grievance' may be related to any of the employee's dissatisfaction/ not in agreement with any aspect of the University's activities and services including those of other employee or persons.
- b) 'Employee or Person' shall mean a member of academic faculty or an officer or staff of the University
- c) 'University' means the SRM University-AP, Amaravati.

Note: In these Regulations wherever 'he' and 'his' occurs, these shall mean to imply 'he/she' and 'his/her' respectively.



6. Types of grievance

Types of employee grievance

- a) Against the conduct of any employee
- b) Matters related to service conditions, performance appraisal, promotion, pay and allowances, working hours etc.
- c) Facilities at work place (Against common services such as transportation, canteen, medical facilities, etc.)
- d) University Policies and support
- e) Research Facilities, Library Functioning etc.

7. Procedure for redressal of grievance

Informal Resolution before an issue becomes a formal grievance

- a) Employees will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions /counseling.
- b) Grievances of the faculty and staff shall as far as possible be resolved by their respective reporting authority.

Grievance handling and resolution mechanism

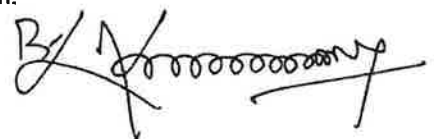
- a) Matrix for grievance Redressal mechanism for employees is given under clause 9 of these regulations.
- b) The grievance Redressal mechanism has three levels of grievance redressal of which Level-III is the Appellate Authority.
- c) Formal grievances shall be submitted in writing stating full material facts to the First Level Grievance Handling Authority as specified under clause 9 of these regulations.

Procedure and Stages in Grievance Handling

The following procedure can be utilized by the employees to seek redressal of grievance of any kind whether academic or non-academic in nature, as specified under clause 6 above:

- a) Stage 1
 - i. Formal complaint by the aggrieved person shall be submitted in writing to the Level-I Grievance Handling Authority, as specified under clause 9.
 - ii. The authority concerned will acknowledge the receipt of the complaint and initiate the Redressal process within seven working days.
 - iii. If felt necessary, the designated authority may allow an opportunity to the complainant to formally present his/her case along with relevant documents in support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to-face interview with the complainant.
 - iv. The Authority concerned will then endeavor to resolve the grievance within next seven working days of receiving the formal grievance and convey the outcome / action taken to the complainant.
 - v. The Level one authority, may get the matter investigated through a designated subcommittee, if so considered necessary, to arrive at a decision.



By 

- vi. Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.
- b) Stage 2:
- i. If a complainant does not receive any response within the stipulated number of days or is dissatisfied with the outcome of the complaint, s/he may lodge an appeal in writing with the Level-II Grievance Handling Authority concerned as specified under Clause 9 of these regulations.
 - ii. The Level-II Authority will consult with the complainant and other relevant parties within ten working days of receiving the appeal. Wherever possible, such consultations may be in the form of face-to-face discussion.
 - iii. Following the consultation, the Authority concerned will take further steps to address the grievance and communicate the same to the complainant.
- c) Stage 3:
- i. If a complainant is still dissatisfied with the outcome or decision of Level-II Authority on the appeal, he/she may represent the matter to the Appellate Authority as specified under clause 9 of these regulations.
 - ii. The concerned Appellate Authority will convey its decision within five working days from the date of receiving the appeal.
 - iii. The decision of the Appellate Authority will be final and no further appeal will be entertained under any circumstances.

8. Confidentiality:

- a) During all stages of the Grievance Handling and Resolution Procedure, the University will take all possible steps to ensure that the complainant and the respondent are not victimized or discriminated against.
- b) Implementation of the procedure will be done without prejudice to either party.
- c) At all stages of this procedure, a full explanation (in writing for decisions and) of the actions taken as part of the process will be provided if so requested by the complainant or the respondent.
- d) While dealing with the issue, all possible confidentiality and privacy will be maintained and all records relating to such complaints will be treated as confidential.
- e) Records concerning grievances handled under this procedure and their outcomes shall be maintained for a period of one year.
- f) There will be no cost to the complainant for utilizing this grievance and appeal process.



9. Matrix of Grievance handling authorities

Grievances of the faculty

S. No	Nature of Grievances	Level-1 Grievance Handling	Level-2 Grievance Handling	Appellate Authority
1	Against an action of Peer Group	Department Coordinator	Dean of the School	Vice Chancellor
2	Against the conduct of any officer or support staff	Dean of the School	Registrar	Vice Chancellor
3	Matters related to service conditions, performance appraisal, promotion, pay and allowances, working hours etc.	Manager HR	Director HR	Vice Chancellor
4	Facilities at work place (transportation, canteen, medical etc.)	Manager – Campus Admin	Director Campus Life and Maintenance	Vice Chancellor
5	Against library functioning	Librarian	Registrar	Vice Chancellor
6	Research Facilities and support	Dean - Research	Pro – Vice Chancellor	Vice Chancellor
7	University Policies and support	Manager HR	Director HR	Vice Chancellor

Grievances of the Staff

S. No	Nature of Grievances	Level-1 Grievance Handling	Level-2 Grievance Handling	Appellate Authority
1	Against an action of Peer Group	Reporting officer / Director	Registrar	Vice Chancellor
2	Against the conduct of any Faculty or support staff	Reporting Officer / Director	Registrar	Vice Chancellor
3	Matters related to service conditions, performance appraisal, promotion, pay and allowances, working hours etc.	Manager HR	Director HR	Vice Chancellor
4	Facilities at work place (transportation, canteen, medical etc.)	Manager – Campus Admin	Director Campus Life and Maintenance	Vice Chancellor
5	University Policies and support	Manager HR	Director HR	Vice Chancellor



B. Sivakumar

Dr. B. Sivakumar
Deputy Registrar
BRM UNIVERSITY AP
Amaravati, AP-522503

SRM UNIVERSITY - AP, AMARAVATI

No: SRMAP / Reg / Noti / 002 / 2018 - 19

 24th May 2019

NOTIFICATION

Sub: Constitution of Grievance Redressal Committee - Reg.

The competent authority of the University has been pleased to Constitute Grievance Redressal Committee with the following members.

Sl. No	Grievance Redressal Committee	Position
1	Prof. Vijaya Sekhar Chellaboina Professor & Associate Dean - School of Engineering and Sciences (SEAS)	Chairperson
2	Dr. B. Sivakumar Deputy Registrar	Member
3	Prof. Jayaseelan Murugaiyan Head, Department of Biological Sciences	Member
4	Dr. Priyanka Assistant Professor, Department of Computer Science and Engineering	Member
5	Dr. Rajni Assistant Professor, Department of English	Member
6	Dr. Malavika Binny Assistant Professor, Department of History	Member
7	Dr. A. Lakshmana Rao Faculty Coordinator, Department of Commerce	Member - Convener

Terms of Reference:

1. The committee shall look into the Grievances reported by the faculty and staff.
2. The quorum of the meeting shall be 2/3rd, including the Chairperson.
3. The Grievance Redressal Committee shall follow the principles of natural justice while considering the Grievances of the faculty and staff.
4. While considering the Grievance of faculty and staff in respect to the service matters, HR representative of appropriate level shall be invited to the committee meeting.
5. The Grievance Redressal Committee shall send the report and recommendations to the Vice Chancellor of the University within 15 days of receiving the Grievance.

To:

The Chairman and members of Grievance Redressal Committee



Copy to:

1. PS to Vice Chancellor
2. ~~PS to Pro-Vice Chancellor~~
3. PS to Registrar
4. Deans / Associate Deans / Deputy Dean
5. Directors / Associate Directors / Assistant Directors
6. Chief Finance and Accounts Officer
7. Controller of Examinations
8. All Head of the Departments and Faculty Coordinators
9. All Faculty
10. All Staff
11. File

