

Anti-Ragging Policy

This policy has been formulated in consonance with UGC Rules 2016, on Anti Ragging in Higher Educational Institutions / Universities, as published in the gazette notification.

1. General

- a) In view of the directions of the Hon'ble Supreme Court, and in consideration of the rules framed by the Central Government and the UGC, to prohibit, prevent and eliminate ragging and to provide for the healthy development, physically and psychologically, of all students, SRM University, AP – Amaravati has set forth the Anti-Ragging Policy as listed in succeeding paragraphs.
- b) The Vice Chancellor shall be responsible for implementation of rules listed here under this policy. However, he may delegate the functional roles and procedures to any other Officer of the University, so nominated as the Nodal Officer for anti-ragging function in the University.

2. Objectives of the Policy

To prohibit, prevent and eliminate any conduct by any student or students which constitutes ragging.

3. What constitutes Ragging

Ragging constitutes one or more of any of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b) indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;



B. A. [Signature] 30/5/19

- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

4. Measures for prohibition of ragging at the University level

The University shall comply with following guidelines of the UGC:

- a) The University or any part of it thereof, including its elements, including, but not limited to, the schools, departments, constituent units, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in University, shall not permit or condone any reported incident of ragging in any form; and it shall take all necessary and required measures, including but not limited to the provisions of these Rules, to achieve the objective of eliminating ragging, within the University or outside;
- b) The University shall take action in accordance with the Rules of UGC against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

5. Measures for prevention of ragging at the University level

- a) The University shall take the following steps in regard to admission or registration of students:
 - i. Public declaration of intent, in its electronic, audio-visual or print or any other media, for admission of students to any course of study and shall expressly provide that ragging is totally prohibited in the University, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, shall be liable to be punished in accordance with the laid down Rules as well as under the provisions of any penal law for the time being in force.
 - ii. The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print and contain such a warning as above, including the consequences, as may be applicable.
 - iii. Students shall be provided with the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the University including but not limited to the Vice Chancellor, Deans/Directors, members of the Anti-Ragging Committees and Anti-Ragging Squads, Wardens of Hostels, and other functionaries or authorities as relevant.
 - iv. The enrollment letters shall contain the format of an undertaking, mandatorily in English as provided in the UGC Rules or reference to the link for on line anti ragging declaration portal, to be filled up and signed by the applicant and parents (Refer Annexure 2). This undertaking states to the effect that he/she/parents (they) have read and understood the provisions of anti-ragging policy as well as the provisions of any other law for the time being in force, and are aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under University



[Handwritten signature]
30/5/14

Rules and also affirm to the effect that student has not been expelled and/or debarred by any University and further aver that student would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under the Rules or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student. These undertakings shall be signed by all students.

- v. Before the commencement of the academic session, the Vice Chancellor shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, Concerned Directors, representatives of students, parents/guardians (if feasible), faculty, administration including the police (if considered essential), to discuss the measures to be taken to prevent ragging in the University and steps to be taken to identify those indulging in or abetting ragging and punish them.
- vi. The University shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the University towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these rules and also any other law for the time being in force, and the punishments thereof. It shall also prominently display the same, on Notice Boards in hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- vii. The University shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents. The University shall tighten security in its premises, especially at vulnerable places through intense policing by Anti-Ragging Squads and volunteers, if any, which shall be resorted to at such points at odd hours during the initial duration of the academic session as may be decided by the authorities.
- viii. The University shall utilize the vacation period before the start of the new academic year to launch a campaign against ragging through posters, leaflets and such other means, as may be desirable or required.
- ix. The schools/ departments/ centers/ units of the University shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of Anti ragging.
- x. University may tie up or engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the University, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.

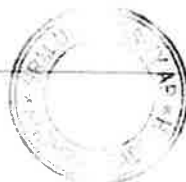
b) University shall, on the day of registration of students, take the following steps:

- i. Every fresh student admitted to the University shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required.



A handwritten signature in black ink, appearing to be 'B. J. ...' with a long horizontal line extending to the right.

- ii. The University, through the leaflet specified in clause (a) shall also explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the University in earlier years.
- iii. The leaflet specified in clause (a) shall also inform the freshers about their rights as bona fide students of the University and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered by the senior students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Director – Student Affairs or to the Vice Chancellor, as the case may be.
- iv. The leaflet specified in clause (a) shall contain a calendar of events and activities laid down by the University to facilitate and complement familiarization of freshers with the academic environment of the University.
- v. The University shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programs as follows, namely;
 1. Joint sensitization program and counselling of both freshers and senior students by a professional counsellor
 2. Joint orientation program of freshers and seniors to be addressed by the Vice Chancellor and the anti-ragging committee
 3. Organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members;
 4. In the hostel, the warden should address all students and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.
 5. As far as possible, faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.
- vi. The University may set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- vii. Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- viii. Each batch of freshers, on arrival at the University, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group for ascertaining the problems or difficulties, if any, faced by the fresher in the University and shall extend necessary help to the fresher in overcoming the same.
- ix. It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.
- x. Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the University shall ensure that access of seniors to



A handwritten signature in black ink, written over a horizontal line, consisting of a stylized first name followed by a surname.

accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the University.

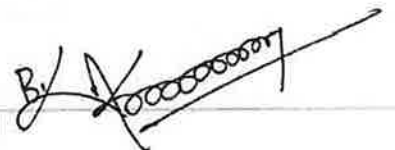
- xi. A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the University.
- xii. It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Vice Chancellor.
- xiii. Every student at the time of his/her registration shall inform the University about his/her place of residence, if staying outside the campus, while pursuing the course of study,
- xiv. The Vice Chancellor or person nominated by him shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the University, informing them about these Rules and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the University at the beginning of the academic session next.

6. Committees for prevention of Ragging at the University level

The University shall constitute the following bodies:

- a) Anti-Ragging Committee to be nominated and headed by the Vice Chancellor, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of Anti ragging policy as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the University. The details are provided at Annexure 1.
- b) A smaller body to be known as the Anti-Ragging Squad to be nominated by the Vice Chancellor with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- c) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- d) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Vice Chancellor or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.



By 

- e) Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.
- f) The University shall, at the end of each academic year, in order to promote the objectives of these Rules, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the University, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) The University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate to achieve the objectives of these Rules; and the Monitoring Cell shall review reports from the Anti-ragging committee and it shall also keep itself abreast of the decisions of the District Level Anti-Ragging Committee headed by the District Magistrate. The Monitoring Cell shall also review the efforts made by University to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances to facilitate the implementation of anti-ragging measures at the level of the University.
- h) The University shall take the following other measures:
- i. Each hostel or a place where groups of students reside, forming part of the University, shall have a full-time Warden, to be appointed by the University as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
 - ii. The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the University, the number of which shall be publicized among all students residing in the hostel.
 - iii. The University shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
 - iv. The professional counsellors should counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
 - v. The University shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
 - vi. The faculty of the University and its non-teaching staff, which includes, but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the University, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.



- vii. The University shall obtain an undertaking from every employee of the University including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the University, that he/she would report promptly any case of ragging which comes to his/her notice.
- viii. The University shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- ix. The University shall give necessary instructions to the employees of the canteens and mess, whether that of the University or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Vice Chancellor or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.
- x. Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check whether the University is indeed free of ragging or not and for the purpose the University may design its own methodology of conducting such surveys.
- xi. The University shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the University, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the University.
- xii. Notwithstanding anything contained in these Rules with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the University, whether regular or temporary, and employees of service providers providing service within the University, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
- xiii. The Vice Chancellor, if asked for by UGC, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

7. Action to be taken by the Vice Chancellor

- a) On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Vice Chancellor shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;



A handwritten signature in black ink, appearing to be 'B. J. ...', written over a horizontal line.

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above-mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above-mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging".

Provided that the Vice Chancellor shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee.

Provided further that the University shall also continue with its own enquiry initiated and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

8. Responsibilities of the Commission and the Councils (which should be known to the Students)

- a) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Vice Chancellor, the Warden of the Hostels, and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- b) The Vice Chancellor shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline.
- c) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, University shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the University may deem it necessary to restrict the use of phones.

9. Administrative action in the event of ragging

- a) The University shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein-under:
 - i. The Anti-Ragging Committee of the University shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of

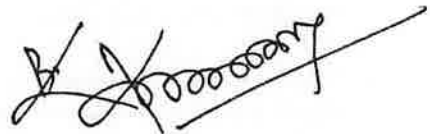


[Handwritten signature]

ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

- ii. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 1. Suspension from attending classes and academic privileges.
 2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
 3. Debarring from appearing in any test/ examination or other evaluation process.
 4. Withholding results.
 5. Debarring from representing the University in any regional, national or international meet, tournament, youth festival, etc.
 6. Suspension/ expulsion from the hostel.
 7. Cancellation of admission.
 8. Rustication from the University for period ranging from 1 to 4 semesters.
 9. Expulsion from the University and consequent debarring from admission to any other University for a specified period.
 10. Fine which may extend upto INR 2.5 lakh Provided that where the persons committing or abetting the act of ragging are not identified, the University shall resort to collective punishment.
- iii. An appeal against the order of punishment by the Anti-Ragging Committee shall lie with the Vice Chancellor.
- b) Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the University, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Rules or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental enquiry, in accordance with the prescribed procedure of the University, against such member of the faculty or staff.

Provided that where such lapse is attributable to the Vice Chancellor, the authority designated to appoint such Head shall take such action.



Annexure 1: Composition of Anti Ragging Committee

1.	Head of the Institution	Chairman
2	Director – Student Affairs	Convenor
3.	Dean – SEAS	Member
4	Dean - SLABS	Member
5	All Wardens	Members
6	Department Coordinators	Members
7	Two representatives of students belonging to freshers category	Members
8.	Two representatives of students from senior students	Members
9	Student Counsellor	Member
10	Assistant Director – Physical Educations	Member

Annexure 2: SELF DECLARATION

SELF DECLARATION BY PARENTS/GUARDIANS

- 1) I, Mr./Mrs./Ms. _____ (Full name of Parents / Guardians in CAPITAL letters) Father / Mother / Guardian of Mr. / Ms. _____ (Full name of student in CAPITAL letters with Roll number) who has been admitted to SRM University, AP – Amaravati have:
- a) Been advised to read carefully and understand the Supreme Court Judgement on Ragging hosted in **SC Judgment link on Anti-Raging page of SRM Website**
 - b) Received a copy of the Essential Extracts of relevant Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the relevant Regulations)
 - c) Carefully read and fully understood the provisions contained there-in.
- 2) I have, in particular, understood Clause 3 of the relevant Regulations and am aware as to what constitutes ragging and the implications thereof.



- 3) I have also, in particular, understood Clause 7 and Clause 9.1 of the relevant Regulations and am fully aware of the penal and administrative actions that are liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly state and undertake that:
 - a) My ward will not indulge in any behavior or act that may be considered as ragging under Clause 3 of the relevant Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be considered as ragging under Clause 3 of the relevant Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to Clause 9.1 of the relevant Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging, and further affirm that, in case this declaration is found to be untrue, my ward's admission is liable to be cancelled.

Name:
Address:

Signature of Father/Mother/Guardian
Telephone / Mobile No.

SELF DECLARATION BY PARENTS/GUARDIAN

Verified that the contents of this self-declaration are true to the best of my knowledge and no part of the self-declaration is false and nothing has been concealed or mis-stated therein.

Place:
Date:

Signature of Father/Mother/Guardian

SELF DECLARATION BY THE STUDENT

- 1) I, _____ (Full name of student in CAPITAL letters with ROLL NUMBER) S/o D/o Shri./ Smt. _____ having been admitted to SRM University, AP – Amaravati have:
 - a) Been advised to read carefully and understand the Supreme Court Judgement on Ragging hosted in **SC Judgment link on Anti-Raging page of SRM Website**
 - b) Received a copy of the Essential Extracts of relevant Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the relevant Regulation)
 - c) Carefully read and fully understood the provisions contained therein.
- 2) I have, in particular, understood Clause 3 of the relevant Regulations and am aware as to what constitutes ragging and the implications thereof.
- 3) I have also, in particular, understood Clause 7 and Clause 9.1 of the relevant Regulations and am fully aware of the penal and administrative actions that are liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly state and undertake that:



[Handwritten signature]

- a) I will not indulge in any behavior or act that may be considered as ragging under Clause 3 of the relevant Regulations.
- b) I will not participate in or abet or propagate through any act of commission or omission that may be considered as ragging under Clause 3 of the relevant Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Clause 9.1 of the relevant Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any Institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote ragging and further affirm that, in case this declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Place:

Date:

Name:

Signature of Student

Telephone/Mobile No:

Address:

SELF DECLARATION BY STUDENT

Verified that the contents of this self-declaration are true to the best of my knowledge and no part of the declaration is false and nothing has been concealed or misstated therein.

Place:

Date:

Signature of Student



Dr. B. Sivakumar
Deputy Registrar
SRM UNIVERSITY
Amaravati, AP-522502



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





University of Jyväskylä
Faculty of Education
Department of Educational Science
Jyväskylä, Finland

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



Ministry of Education, Government of India
New Delhi
Phone: 23123456
Fax: 23123457

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

Sexual Harassment Policy

1. Purpose & Scope

The "Policy on Prevention of Sexual Harassment" intends to provide protection against sexual harassment and redressal of complaints thereof.

All allegations of sexual harassment by employees or students are covered under this policy. As an educational institution, we have a special responsibility to develop a culture in which all students and employees can fulfill their aspirations based on talent and effort, regardless of gender.

Empirical research has established that communicating negative expectations or stereotypes based on race, ethnicity or gender negatively influences academic performance.

Retaliation against an aggrieved person who confides in others about harassment, or rejects sexual advances, is itself an offense under this policy.

This policy does not prevent any aggrieved person from seeking legal recourse.

2. Background

This policy has been framed in line with the provisions of the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" of India (hereinafter referred to as the "the Act") and existing rules framed thereunder namely the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013" of India (hereinafter referred to as the "the Rules").

The Constitution of India protects the freedom of speech – even if the speech expresses discriminatory views. At the same time, it establishes protections against discrimination on the basis of sex. SRM University, AP-Amaravati is an equal opportunity institution that treats individuals on the basis of merit. Membership in the University community is a choice – for employees as well as students. In an institution devoted to education and research, it is imperative that all individuals be held to a standard in which people are judged on the basis of their talent, effort and performance, without regard to gender.

3. Key Definitions

- a) "Sexual Harassment" includes any one or more of the following unwelcome acts of behavior (whether by direct act or by implication):
- i. Any unwelcome sexually determined behavior or pattern of conduct that would cause discomfort and/or humiliate the person or group to whom the behavior is directed, including:
 - Physical contact and advances;
 - Demand or request for sexual favors;
 - Sexually colored remarks about a person's clothing or body;
 - Pornography;



B. J. S.
[Handwritten signature]

- Any other unwelcome physical, visual, verbal or non-verbal conduct of sexual nature including but not limited to cat-call, wolf/finger whistle, vulgar/indecent jokes, letters, phone calls, all electronic media communications, gestures, teasing or innuendo.
- Unwelcomed comments, innuendos, or rumors regarding another's sexual conduct or sexuality.

Sexual harassment can involve a series of incidents or it can be a single occurrence.

- ii. The following circumstances, among other circumstances, if they occur or are present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:
- Implied or explicit promise of preferential treatment in employment/ evaluation of academics;
 - Implied or explicit threat of detrimental treatment in employment/ evaluation of academics;
 - Implied or explicit threat about present or future employment status/ evaluation of academics;
 - Interference with work/studies or creating an intimidating or offensive or hostile work environment; or
 - Humiliating treatment likely to affect health or safety. The harasser's conduct must be unwelcome. Harassment can occur in person, over the phone (including messages), over the internet or e-mail or any other form of written or electronic communication. The harasser can be the complainant's supervisor, a supervisor in another area, a co-worker or a non-employee/student/faculty/non-teaching staff.
- b) "University" refers to SRM University, AP-Amaravati.
- c) "Complainant/Aggrieved Person" means a person of any age who alleges to having been subjected to any act of sexual harassment by a respondent.
- d) "Respondent" means a person against whom a complaint of alleging sexual harassment has been lodged.
- e) "Student" is any person enrolled full or part-time at SRM University, AP-Amaravati or participating in any event or exchange program with a partner university or (other educational institution) under the instruction and academic supervision of university faculty, or guidance of any university staff member.
- f) "Employee" is any person working on behalf of SRM University, AP- Amaravati, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, (with or without the knowledge of the principal employer, whether for remuneration or not), or working on a voluntary basis or otherwise, (whether the terms of employment are express or implied), and includes a co-worker, a contract worker, probationer, trainee, apprentice or by any other such name.
- g) "Workplace" for the purpose of the policy extends to all spheres in which employees or students community – on or off campus, in-person or virtual, directly or indirectly – in contexts that have consequences of any sort for work-related or career-related assessment or performance.



- h) "Internal Complaints Committee," (hereinafter referred to as the "ICC") is the designated University committee that will address and adjudicate grievances.
- i) "Member" means a member of the ICC.
- j) "Presiding Officer" means the Chair of the ICC, who is the university official authorized to oversee its "Policy on Sexual Harassment" and accountable to the community as a fair arbiter.
- k) "Parties" means collectively the complainant and the respondent.

4. Procedure and Guidelines

a) Internal Complaints Committee Composition

To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, an ICC is constituted.

The ICC will consist of the following members to be nominated by the Vice Chancellor and the President

- i. A presiding officer;
- ii. At least two members from amongst employees committed to fairness and due process for aggrieved and respondent, and to equal opportunity for women;
- iii. At least one-half of the total members so nominated shall be women;
- iv. And two members of the faculty, one male and one female, will be nominated.

b) Powers of ICC

The ICC has the following powers:

- i. Summoning and enforcing the attendance of any person related to the incident;
- ii. Requiring the discovery and production of case related documents/proofs/valid information in any form and
- iii. Any other matter relating to the incident, as decided by the ICC, from time to time.

c) Quorum

A simple majority will be in place in order for the committee to meet and conduct business.

5. Complaints process

If you have been subjected to Sexual Harassment committed by anyone in the university, you should:

- a) Tell the offender that their behavior is unwelcome and ask them to stop the behavior immediately. However, at this stage, if you wish to make a complaint you may choose to do so.
- b) Keep a record of incidents (dates, times, locations, possible witnesses, what happened, your response). It is helpful and necessary to have a record of events, since such a record can strengthen your case and help you remember the details over time.
- c) If, after telling the offender to stop the behavior, the sexual harassment continues, report the abuse in writing to the email id of the ICC with a copy to the Presiding Officer.



- d) Such a complaint should be made in writing and within a period of three months from the date of incident and, in case of a series of incidents, within a period of three months from the date of last incident. While submitting your written complaint it is necessary to submit the complaint along with supporting evidences and the names and addresses of the witness. Anonymous complaints will not be entertained.
- e) Members of the ICC are obligated to keep the information about the complaint strictly confidential.
- f) If a complainant is unable to make a complaint in writing due to physical, emotional or mental incapacity, then it is possible for any person who has a knowledge of the incident to file a complaint, but after having a documented or video-graphed consent of the complainant. Also, the complainant can approach the presiding officer or any member of the ICC who will assist in outlining options for filing a complaint.

6. Handling The Complaint/Redressal

Complaints received in accordance to clause will be addressed as per the process outlined in this policy. Consistent with the university's obligation to conduct an investigation and take appropriate corrective action, any complaint of sexual harassment will be treated immediately and fairly.

It is the obligation of all employees and students to report sexual harassment faced by them in writing and with all relevant records.

- a) Once a complaint is received, both the complainant and the respondent will be questioned separately with a view to ascertain the authenticity of their contentions. The case will be kept strictly confidential and will be dealt with confidentially.
- b) The ICC shall then send a show cause notice along with one of the copies of the complaint received from the complainant to the respondent. The respondent will also be informed that no unfair acts of retaliation or unethical action will be tolerated.
- c) The respondent has to file his/her reply to the complainant along with the list of documents, names and addresses of witnesses, within a further period of seven working days from the date he/she receives the complaint copy. The reply should be filed with the ICC.
- d) The ICC may, before initiating an inquiry, and at the request of the complainant, take steps to settle the matter between the complainant and the respondent through conciliation, provided that no monetary settlement shall be made as a basis of conciliation.
- e) Where there is a settlement arrived, ICC will record the settlement and forward the same to the university administration, to take action as specified in the recommendation. Copies of the settlement will be given to the complainant and the respondent. The ICC will conduct no further inquiry in this case.
- f) If the aggrieved person informs the ICC, that any term of condition of the settlement arrived has not been complied with by the respondent, the ICC shall proceed to make an inquiry into the complaint including: notifying the university administration, if necessary, forwarding the complaint to the police.
- g) The ICC will:



- i. Summon and enforce the attendance of any person and examine him/her on oath.
 - ii. Require the production of case-related documents/proofs/valid information of any form or any other matter relating to the incident.
- h) The ICC shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or respondent fails without sufficient reason to present in three consecutive hearings convened for the purpose. Such a decision will be taken after giving a notice in writing, fifteen days in advance to the parties concerned.
- i) During the Pendency of an Inquiry, on a written request made by the complainant, the ICC and the university administration will together take any appropriate actions in said case.
- j) A simple majority of members present will decide the outcome based on evidence reviewed.
- k) Upon completing the inquiry, the ICC will make a detailed report within 10 days and submit the following to the university:
 - i. Background.
 - ii. Documented testimony of the complainant and the respondent.
 - iii. Evidences gathered/recorded.
 - iv. Findings of the Inquiry.
 - v. Recommended action.
- l) The ICC, if after completing an inquiry, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the university that no action be taken in the matter.
- m) If the ICC arrives at the conclusion that the allegations against the respondent has been proved, it shall recommend the university administration to take action for sexual harassment as misconduct in accordance with the provisions of the service rules and "University Code of Conduct" applicable to the respondent including dismissal.
- n) Upon receipt of the report, the university administration will review the report and determine what action and follow-up needs to happen. Such a decision on the recommendations of the ICC will be taken within fifteen days of receiving the report from ICC.

The decision of the university administration in this regard shall be informed both to the complainant and the respondent.

7. Malicious Allegations

If ICC concludes that an allegation is malicious, or that the aggrieved person or any other person making the complaint knows that it is false, has produced forged or misleading documents, it may recommend that the University take appropriate action against the aggrieved. The action recommended should be comparable to the ones proposed for the respondent in case of substantiated complaints.

8. Prohibition on disclosure of Information

This policy and the law prohibits any person including the ICC members from publishing, communicating or making known to the public, press and media in any manner contents of the complaint, the identity and addresses of the aggrieved person, respondent and witnesses, any information relating to conciliation



[Handwritten signature]

and inquiry proceedings, or recommendations of the ICC. Any violation thereto shall also be subject to applicable disciplinary action as outlined in the "Employee Handbook."

9. Appeal

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the university administration within sixty days in accordance with the "Act and Rules."

10. Amendments

The ICC and university, reserve the right to amend the policy and to comply with any new university rules or laws that come into effect during the course of time.



B. Sivakumar
30/9/19

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

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

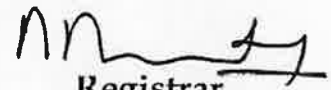
In continuation to the above cited reference, the Competent Authority of the University has been pleased to reconstitute the **Internal Complaints Committee** as under:

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.

J. Ernest Samuel Ratnakumar
 Registrar

J. Ernest Samuel Ratnakumar

Registrar M.Com, M.B.A, LL.M.

SRM University - AP
 Andhra Pradesh - 522240.

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.
--	--	--	--

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.

Dear Sir,

Reference is made to your letter dated 10/03/2020 regarding the above subject.

The same has been reviewed and the necessary action is being taken.

Yours faithfully,

Directorate of Student Affairs

Directorate of Student Affairs
 SRM University-AP, Andhra Pradesh
 Hyderabad
 500080

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.



DECLARATION

I, _____, hereby declare that the above is a true and correct copy of the original document.

Signature of _____

Date: _____

Place: _____

Directorate of Student Affairs
SRM Institute of Science and Technology
Kattankulathur, Tamil Nadu
Andhra Pradesh - 520 002

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. Srinivas", written over a horizontal line.

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.



- 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

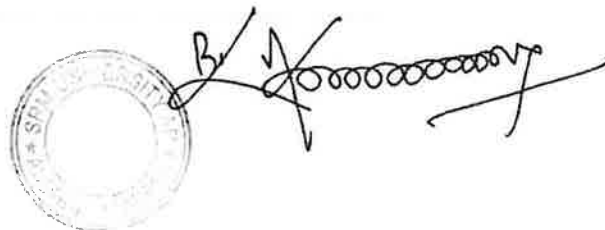
The Ombudsman shall be a part time officer appointed for a period of three years or until he attains the age of seventy years, whichever is earlier, from the date he resumes the office and may be reappointed for another term in the same university.

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'.

Dr. 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 20/5/18



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.

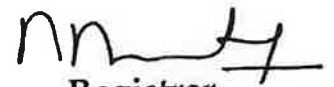
Sl. No	Students' Grievance Redressal Committee	Position
1	Prof Ranjit Thapa, Dean i/c - School of Engineering and Sciences	Chairperson
2	Ms. B. Revathi, Assistant Director - Student Affairs	Member
3	Dr Sabyasachi Mukhopadhyay, Associate Professor - Department of Physics	Member
4	Dr. Mahalākshmi Mudliar, 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

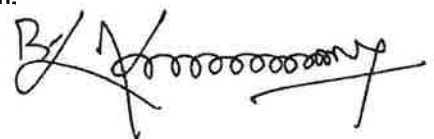
- a) Matrix for grievance Redressal mechanism for employees is given under clause 9 of these regulations.
- b) The grievance Redressal mechanism has three levels of grievance redressal of which Level-III is the Appellate Authority.
- c) Formal grievances shall be submitted in writing stating full material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



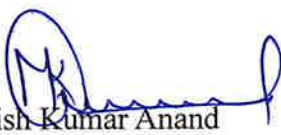
Declaration

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

