



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
ANNA NAGAR, CHENNAI 600040

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CRITERION 5



## *5.1 Student Support*



Punjab Association's

# ANNA ADARSH COLLEGE FOR WOMEN

(Affiliated to University of Madras)

Chennai - 600040, Tamil Nadu.

## Verified & Certified Documents

Metric No.: ..... 5.1.4 .....

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*R. Shanthi*

PRINCIPAL





Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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CRITERION 5

## ***5.1.4 Student Grievances***



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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CRITERION 5

# *Redressal Policy*



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन  
सचिव

**Prof. Rajnish Jain**  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

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F.No. 14-4/2012(CPP-II)

7<sup>th</sup> December, 2018

**PUBLIC NOTICE**

**ON**

**UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018**

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23<sup>rd</sup> March, 2013**. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email [grmhei.2018@gmail.com](mailto:grmhei.2018@gmail.com) on or before **31<sup>st</sup> December, 2018**.

**(Prof. Rajnish Jain)**

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110 002**

**NOTIFICATION**

**F.No.14-4/2012 (CPP-II)**

**New Delhi, the \_\_ October, 2018**

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT:**

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

**2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:**

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any

qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

(d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.

(e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;

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

- i. making admission contrary to merit determined in accordance with the declared admission policy of the institution;
- ii. irregularity in the admission process adopted by the institution;
- iii. refusing admission in accordance with the declared admission policy of the institution;
- iv. non publication of prospectus, (either hard copy / online) as specified in these regulations;
- v. publishing any information in the prospectus, which is false or misleading, and not based on facts;
- vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- vii. demand of money in excess of that specified in the declared admission policy to be charged by such institution;

- viii. breach in reservation policy in admission as may be applicable;
  - ix. nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
  - x. delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
  - xi. on provision of student amenities as may have been promised or required to be provided by the institution;
  - xii. non transparent or unfair evaluation practices;
  - xiii. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
- (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
- (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
- (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
- (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- (l) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
- (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;



(n) "Ombudsperson" means the Ombudsperson appointed under these regulations;

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

### **3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:**

i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:

(a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

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

(c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;

(d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

- (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
- (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular / visiting ---- and teaching experience of every member of its teaching faculty.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.
- (k) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

- ii. Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its

publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

#### **4. GRIEVANCE REDRESSAL COMMITTEES (GRC):**

##### **A. Department Grievance Redressal Committee (DGRC)**

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
  - a) Head of the Department / School / Center – Chairperson
  - b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
  - c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

##### **B. Institutional Grievance Redressal Committee (IGRC)**

- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
  - (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI – Chairperson.
  - (b) Dean of students/Dean, Students Welfare
  - (c) Two senior academicians other than Chairperson.
  - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The IGRC shall follow the principles of natural justice while deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 workings days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii)The IGRC shall provide a copy of the report to the aggrieved person(s).

**C. College Grievance Redressal Committee (CGRC)**

- (i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:
  - a) Principal of the college -Chairperson
  - b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

**D. University Grievance Redressal Committee (UGRC)**

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :
  - a) A senior Professor of the university – Chairperson
  - b) Dean, Student Welfare or its equivalent - Member
  - c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.

(iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.

(v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.

E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

**5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:**

(i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.

(ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.

(iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.

(iv) The Ombudsperson, or any member of his immediate family shall not -

(a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;

(b) have any significant relationship, including personal, family, professional or financial, with the university;

(c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of the Governor of the State or his nominee - Chairperson
  - (b) Vice-Chancellor of a University of State to be nominated by the State Government – Member
  - (c) Vice-Chancellor of the concerned State University – Member
  - (d) Registrar of the concerned State University – Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of University Grants Commission – Chairperson
- (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

- (c) The Vice Chancellor of the university – Member
  - (d) The Registrar of the university – Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.

- (ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

#### **6. FUNCTIONS OF OMBUDSPERSON:**

- (i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;
- (ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- (iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

#### **7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:**

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- (ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.



- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- (x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

**8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:**

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

**9. CONSEQUENCES OF NON-COMPLIANCE:**

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal

Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- (g) recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

**(Prof. Rajnish Jain)**  
Secretary



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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CRITERION 5

***Report & ATR***

## **ANTI-RAGGING COMMITTEE REPORT (2021-2022)**

Anti -Ragging Committee is constituted in AACW to prevent ragging and to take anti -ragging measures as per the guidelines issued by the Supreme Court of India and UGC. An Anti-Ragging Committee is formed and has been actively functioning to address the issues concerning ragging.

AACW campus is ragging free, still all measures have been taken to ensure that the freshers are able to pursue their studies without getting teased or insulted in any way by the seniors.

### **Aim**

To build a ragging free environment by instilling the principles of tolerance, empathy and compassion so that students become responsible citizens.

### **Objectives**

- To prohibit students from teasing or handling with rudeness a fresher or any other student.
- To create awareness among the students about the consequences of ragging.
- To address any ragging issues immediately and take action as advised by the committee.

### **Anti-Ragging Policy**

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, 2009, ragging constitutes one or more of any of the following acts:

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

- 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.
- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

#### **Powers and Functions: Anti ragging**

- To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;
- To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
- To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
- Conduct workshops against ragging menace and orient the students;
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
- To offer services of counseling and create awareness to the students;
- To take all necessary measures for prevention of Ragging inside the Campus.

#### **Committee members**

The members of the committee are as follows:

#### **Anti – Ragging Committee**

Head of the Institution	Principal - chairperson	DR.R.Shanthi
	Dean Academics	Dr.Anita Raman
Representatives of faculty member	HOD/Associate Professor Assistant Professor Assistant Professor	Dr.Shirline David Dr.R.Asha Dr.Shanana Mubeen
Student Representatives	BA III Year BA II Year BA II Year	Ms Vidya Bhardwaj Karpaga Kirthiga A. Fayekha Thabasum

Depending on the nature and gravity of the guilt established by the Anti-Ragging Squad one or more of the following punishments would be awarded to those found guilty

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/expulsion from the hostel.
7. Cancellation of admission.

Two meetings would be conducted annually pertaining to Anti – Ragging.

**CIRCULAR**

**16.8.2021**

All members of the Anti – Ragging Committee are informed to attend a Meeting on 25:08:2021 at 11 AM in Room no: 3

*R. Shanthi*

Convener

Principal

**PRINCIPAL**

**ANNA ADARSH COLLEGE FOR WOMEN  
ANNA NAGAR, CHENNAI 600 040**

Agenda of Meeting

- To review the case of ragging if any.
- To guide the day scholar students about anti-ragging.
- Guidance to hostel students.
- Any other relevant subject at the time of meeting.

## Minutes of the Anti – Ragging Committee 25.08.2021

Convener of the committee welcomed the members and discussed the following points to curb the ragging:

1. There is no case regarding ragging of student
2. HODs of all the departments shall monitor the behavior of students.
3. Usage of smart phones by the students shall be banned in and around the campus.

Meeting attended by following members:

Principal – convener	DR.R.Shanthi
Dean Academics	Dr.Anita Raman <i>Anita Raman</i>
HOD/Associate Professor	Dr.Shirline David <i>Shirline</i>
Assistant Professor	Dr.R.Asha <i>R.Asha</i>
Assistant Professor	Dr.Shanana Mubeen <i>Shy</i>
BA III Year	Ms Vidya Bhardwaj <i>Ms Vidya B</i>
BA II Year	Karpaga Kirthiga <i>K.K.</i>
BA II Year	A. Fayekha Thabasum <i>Fayekha</i>

College seal

*R. Shanthi*  
Convener

Principal

**PRINCIPAL**  
**ANNA ADARSH COLLEGE FOR WOMEN**  
**ANNA NAGAR, CHENNAI 600 040**

**CIRCULAR**

**2.03.2022**

All members of the Anti – Ragging Committee are informed to attend a Meeting on 15:03:2022 at 11 AM in Room no: 3

*R. Shanthi*  
Convener

Principal

**PRINCIPAL**  
**ANNA ADARSH COLLEGE FOR WOMEN**  
**ANNA NAGAR, CHENNAI 600 040**

Agenda of the Meeting

- Ragging free environment in the campus
- Surprise visit by the committee members
- Frequent rounds in college campus

## Minutes of the Anti – Ragging Committee 15.3.2022

Convener of the committee welcomed the members and discussed the following points to curb the ragging:

- 1.To establish cordial relationship between the senior/Junior fresher's day to be organized tentatively.
2. It is the responsibility of the senior to guide the fresher's whenever they approach them.
3. Seniors to ensure no ragging is taking place in and around the campus.
- 4 If any incident of ragging is noticed, it is the duty of the senior students to bring it to the notice of higher officials.

Meeting attended by following members:

Principal - convener	DR.R.Shanthi
Dean Academics	Dr.Anita Raman <i>Anita Raman</i>
HOD/Associate Professor	Dr.Shirline David <i>Shirline</i>
Assistant Professor	Dr.R.Asha <i>R.Asha</i>
Assistant Professor	Dr.Shanana Mubeen <i>S.M</i>
BA III Year	Ms.Vidya Bhardwaj <i>Vidya B</i>
BA II Year	Karpaga Kirthiga <i>K.K</i>
BA II Year	A.Fayekha Thabasum <i>Fayekha</i>

College seal

*R. Shanthi*  
Signature

Convener

**PRINCIPAL**  
**ANNA ADARSH COLLEGE FOR WOMEN**  
**ANNA NAGAR, CHENNAI 600 040**



## **RAGGING – PUNISHABLE OFFENCE**

Ragging in any form, in any place or time is a cognizable offence that will attract severe punishment including summary expulsion from the college. Any violation of this rule will lead to dismissal of students involved as per the act of the Government of Tamilnadu and UGC guidelines.

Any student who directly or indirectly commits, participates in, abets or propogates “RAGGING” within or outside the educational institution shall be punished with imprisonment which may extend to 2 years and shall also be liable to a fine which may extend upto Rs.2.5 lakhs. She shall also be dismissed from the educational institution and such student shall not be admitted in any other institution.

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## **USE OF CELLPHONES**

Use of mobile phones inside the class room is strictly prohibited. If anyone is found using cellphone inside the class room, sending SMS etc., stringent action will be taken and the cellphone will be confiscated



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
Chennai - 600040, Tamil Nadu.

2021-22

ANNA ADARSH COLLEGE FOR WOMEN  
STUDENT GRIEVANCE FORM

Name of the Student: *Ishwarya.K.K*  
Class: III B.Com [Cooperative Secretaryship]  
Department: *Cooperative Secretaryship*  
Contact Number: *9384450713*  
Email Id: *ishwaryak15aug@gmail.com*

Specify the grievance briefly

*Our friends in I<sup>st</sup> year are not allowed for cultural. They joined college to watch cultural. But they were not allowed. This is unfair. They were ~~not~~ contributed to cultural but they were not allowed to watch the events as an audience.*

Date: *03/03/22*

*[Signature]*  
Signature

Action Taken (For College use only)

*As covid protocol has to be followed all students cannot be accommodated. First year students always stand to watch the cultural in the upcoming years. outgoing batch students are given priority & preference.*

*G. V. Deivanayagi*  
Staff in charge

*R. Shanthi*  
PRINCIPAL



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
Chennai - 600040, Tamil Nadu.

2021-2022

ANNA ADARSH COLLEGE FOR WOMEN  
STUDENT GRIEVANCE FORM

Name of the Student: Indu S  
Class: III B - B.com  
Department: Post Graduate & Research Department of commerce  
Contact Number: 9350033649  
Email Id: Indubhupender2000@gmail.com

Specify the grievance briefly

Pricing of food is very high in our canteen. There are charging extra Rs 5 for the containers which is very high. Quantity is also not sufficient.

  
Signature

Date: 20/10/21

Action Taken (For College use only)

Discussions are held with caterers of our college canteen. Prices will be reasonable and affordable. Food Quality assurance is promised. Quantity shall also be made sufficient.

R. Uma  
Staff in charge

  
PRINCIPAL



Punjab Association's  
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Chennai - 600040, Tamil Nadu.

ANNA ADARSH COLLEGE FOR WOMEN  
STUDENT GRIEVANCE FORM

Name of the Student: Haritha. K.  
Class: II. M.com (CS)  
Department: Department of Corporate Secretaryship  
Contact Number: 6379513820  
Email Id: harithakamat@gmail.com  
Specify the grievance briefly

- Wash room for students is not at all clean  
- water stagnation is there & bad smell  
in all over the washroom used by us.

Date: 19/11/21

Haritha. K.  
Signature

Action Taken (For College use only)

Cleanliness is insisted upon inside the campus. Agents and scavengers appointed to monitor & clean all the toilets. Ground floor toilets are swept. Frequency of cleaning is increased & Disinfectants are used generously to remove the bad smell.

J. J. S.  
Staff in charge

R. Shanthi  
PRINCIPAL



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**

(Affiliated to University of Madras)

Chennai - 600040, Tamil Nadu.

2021-22

ANNA ADARSH COLLEGE FOR WOMEN

STUDENT GRIEVANCE FORM

Name of the Student: *Pritya Dharshini . y*  
Class: *II<sup>nd</sup> year*  
Department: *Business Economics*  
Contact Number: *6382343698*  
Email Id: *vijasubu@gmail.com*

Specify the grievance briefly

*Canteen food is very costly. Quality is not good. getting stomach disorder after eating samosa, parotta etc. kindly do the needful.*

Date: *07/04/22*

*Pritya . y*  
Signature

Action Taken (For College use only)

*measures are being taken to check the quality of food sold at the canteen. cleanliness in the kitchen is also supervised by a separate committee who go for inspection regularly.*

*R. Shanthi*

Staff in charge

*R. Shanthi*

PRINCIPAL



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
Chennai - 600040, Tamil Nadu.

2021 - 2022

**ANNA ADARSH COLLEGE FOR WOMEN**  
**STUDENT GRIEVANCE FORM**

Name of the Student: Ranya Sri. R  
Class: II BBA  
Department: Bank Management (Shift - I)  
Contact Number: 6374923938  
Email Id: rsriya2002@gmail.com

Specify the grievance briefly

Water coolers are not functioning. In this hot summer we find very difficult, as we all very thirsty. Good drinking water are not available in the college.  
Water Cooler

Date: 20/04/22

Ranya Sri R  
Signature

Action Taken (For College use only)

Safe Drinking water is made available to the students. Water bottles are sold at subsidized rates in the canteen. Even while writing exams, water bottles are made available to the students inside the classroom. Water coolers are serviced.

R. Vignesh  
Staff in charge

R. Shanthi  
PRINCIPAL



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
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Chennai - 600040, Tamil Nadu.

2019-2020

**ANNA ADARSH COLLEGE FOR WOMEN**  
**STUDENT GRIEVANCE FORM**

**Name of the Student:** B. PRIYANCA  
**Class:** II B. Com BM  
**Department:** Bank Management  
**Contact Number:** 6383932059  
**Email Id:** Priyankababu1096@gmail.com

**Specify the grievance briefly**

Mobile phone are misused. Instagram of FB. accounts are hacked & misused by our own classroom.

*Priyanka B.*  
Signature

**Date:** 28/01/20

**Action Taken (For College use only)**

- HOD's and C.I.C's should emphasize on precautions to be taken by students while using mobile phones + social media
- Awareness program on cyber security + cyber safety will be arranged.
- SOS Apps like 'Kavala' are encouraged to be installed for their own safety -

*N. Srinivas*  
Staff in charge

*R. Hanthi*  
PRINCIPAL



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**ANNA ADARSH COLLEGE FOR WOMEN**

**STUDENT GRIEVANCE FORM**

**Name of the Student:** M.S Vigneshwary

**Class:** II<sup>nd</sup> M.A Public Administration

**Department:** Public Administration

**Contact Number:**

**Email Id:**

**Specify the grievance briefly**

Ma'am, I am Vigneshwary visually challenged student. Since we have project in our 4<sup>th</sup> semester, kindly provide me some facilities from the college to collect data and complete my project work within the stipulated time.

**Date:** 9/01/2019

Vigneshwary  
Signature

**Action Taken (For College use only)**

The solution put forth by the committee was to install software in the library system so as to facilitate the student with low vision. As a result, JAWS (Screen Reader) Job Access With Speech, NVDA - Non - Visual Desktop Access was installed in the library system enabling the student to complete and submit her project within the stipulated time.

R.A.  
Staff in charge

R. Shanthi  
PRINCIPAL





Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
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Chennai - 600040, Tamil Nadu.

2018-2019

**ANNA ADARSH COLLEGE FOR WOMEN**  
**STUDENT GRIEVANCE FORM**

**Name of the Student:** DHANJA.S  
**Class:** I. MBM  
**Department:** Bank management  
**Contact Number:** 8870412076  
**Email Id:** dhanu.vi09@gmail.com

**Specify the grievance briefly**

Tube lights are not working in the classroom. it is sometimes dark in the classroom. Fans are also very slow. So it is difficult to sit in the class.

**Date:** 15/02/19

*Dhanja*  
Signature

**Action Taken (For College use only)**

Faulty chokes shall be replaced.  
Tubelights flickering and those not in working condition shall be replaced.  
Fans and Regulators will be serviced and new fans shall be installed where necessary.

*S. Kala*  
Staff in charge

*R. Shanthi*  
PRINCIPAL



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**

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Chennai - 600040, Tamil Nadu.

2018-2019

**ANNA ADARSH COLLEGE FOR WOMEN**

**STUDENT GRIEVANCE FORM**

Name of the Student: Manju A

Class: II M. Com.

Department: Commerce

Contact Number: 9841314546

Email Id: manju25ashok@gmail.com

Specify the grievance briefly

Mauried students are finding it difficult to attend the class. They are undergoing difficulty both at home and in class. Some other students having depression due to personal & family issue. So there is an inrest in the class room.

Date: 5/03/19

Manju A  
Signature

Action Taken (For College use only)

Counseling sessions shall be ananged for the needy students by the class in charge. Mentors shall also monitor the problem. Suitable interventions shall be made to help the students to cope with their hardships.

V. Sankar  
Staff in charge

R. Sankar  
PRINCIPAL



Punjab Association's  
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Chennai - 600040, Tamil Nadu.

2019-2020

**ANNA ADARSH COLLEGE FOR WOMEN**  
**STUDENT GRIEVANCE FORM**

Name of the Student: SANKARI VERMA

Class: IIA

Department: Commerce (General)

Contact Number: 8190073328

Email Id: sankariverma8@gmail.com

Specify the grievance briefly

Handling long absentees is a very big problem for the class incharges as well as class representatives whole class suffers because of them.

Date: 2/07/19

*Sankari Verma*  
Signature

Action Taken (For College use only)

Exact reason for Absenteeism is identified, examined and remedial measures are undertaken to help the students attend classes without break.

*V. Shankar*  
Staff in charge

*R. Shankar*  
PRINCIPAL



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ANNA ADARSH COLLEGE FOR WOMEN

STUDENT GRIEVANCE FORM

Name of the Student: *J. Vijaya Kamalam*  
Class: *B.com (cs) III year*  
Department: *Department of Corporate Secretaryship*  
Contact Number: *9789043500*  
Email Id: *vijaya23082000@gmail.com*

Specify the grievance briefly

*Mobile phone snatching is happening in front of the college. We don't feel safe in the street near college.*

Date: *23/08/19*

*J. Vijaya Kamalam*  
Signature

Action Taken (For College use only)

*CCTVs will be installed. Safety at Entrance will be stepped up by appointing more Security. If required help will be sought from Police. Students are discouraged to bring mobile phones to college. They are advised not to use mobile carelessly while walking on the road.*

*G. V. Deivanayagi*  
Staff in charge

*R. Shanthi*  
PRINCIPAL



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**

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Chennai - 600040, Tamil Nadu.

2019 - 20

ANNA ADARSH COLLEGE FOR WOMEN

STUDENT GRIEVANCE FORM

Name of the Student: Lavanya . T  
Class: III B. Com (CS)  
Department: Department of Corporate Secretaryship  
Contact Number: 9840825728  
Email Id: Lavanyabharathi2020 @ gmail . com

Specify the grievance briefly

Keeping things in the class are not safe. And also class money are stolen inside the class room. It is not safe to keep the valuables in the class room.

Date: 27/09/19

Lavanya . T  
Signature

Action Taken (For College use only)

Students are advised not to bring expensive items to class and not to carry excess cash. Whenever exam fees are collected, class Incharges and class Representatives to be vigilant in keeping money safe. Overall Supervision is stepped up in the corridor & class rooms.

Sumit K  
Staff in charge

R. Shanti  
PRINCIPAL



Punjab Association's  
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Chennai - 600040, Tamil Nadu.

**ANNA ADARSH COLLEGE FOR WOMEN**

**STUDENT GRIEVANCE FORM**

Name of the Student: Deepika.P  
Class: B.Com (Honours)  
Department: Department of Commerce - Honours  
Contact Number: 8681819211.  
Email Id: deepu.zumi@gmail.com.

Specify the grievance briefly

We are finding it difficult to bring in our two wheelers inside the campus. There is traffic jam near the college during morning as well and afternoon. Please regulate man.

Date: 12/10/19

Deepika.P.  
Signature

Action Taken (For College use only)

Traffic will be regulated by NSS, Rotaract & Road Safety Club. Security guards shall also assist in regulating traffic and parking of vehicles.

R. Uma.  
Staff in charge

R. Shanthi  
PRINCIPAL



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ANNA ADARSH COLLEGE FOR WOMEN

STUDENT GRIEVANCE FORM

Name of the Student: *K. Santhana Lakshmi*  
Class: *III<sup>rd</sup> year*  
Department: *Business Economics*  
Contact Number: *9962502651*  
Email Id: *chandukutty 129707 @ gmail . com*

Specify the grievance briefly

*Drinking water are not available. taps are dry.  
When water is available worms are found.*

Date: *29/01/18*

*K. Santhana  
Lakshmi*  
Signature

Action Taken (For College use only)

*Immediate action is taken to  
ensure continuous supply of drinking  
water.  
Water Sumps and Tanks are  
cleaned. Safe drinking water will be  
available to students.*

*J. J. J.*  
Staff in charge

*sg*  
PRINCIPAL



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**

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Chennai - 600040, Tamil Nadu.

2018-2019

ANNA ADARSH COLLEGE FOR WOMEN

STUDENT GRIEVANCE FORM

Name of the Student: *Shreuthi*  
Class: *II<sup>nd</sup> year*  
Department: *Business Economics*  
Contact Number: *7358783054*  
Email Id: *Shreuthishreekg@gmail.com*

Specify the grievance briefly

*Some of my friends are finding difficult to pay the semester fees. The entire class is helping them by pooling money. So please help the economically weak students.*

Date: *18/07/18*

*Shreuthi*  
Signature

Action Taken (For College use only)

*Students with very poor economic backgrounds are identified and brought to the notice of Principal + Management. Deserving students are given fee concession. They are directed to pay fees in instalments. Scholarship + freeships are recommended.*

*Dec A*  
Staff in charge

*Jg*  
PRINCIPAL





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Chennai - 600040, Tamil Nadu.

ANNA ADARSH COLLEGE FOR WOMEN  
STUDENT GRIEVANCE FORM

Name of the Student: JENCY T.J.

Class: M.Com (C.S).

Department: CORPORATE SECRETARYSHIP

Contact Number: 6383142150

Email Id: jency25@gmail.com

Specify the grievance briefly

Communication for sports events activities are not reaching on time.

Date: 10/10/18

JENCY T.J.  
Signature

Action Taken (For College use only)

Steps will be taken to ensure that circulars reach the students through the class in charges. Circulars announcing sports & cultural shall be displayed on all notice boards henceforth.

L. Manjamma  
Staff in charge

R. Shanthi  
PRINCIPAL



Punjab Association's  
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Chennai - 600040, Tamil Nadu.

ANNA ADARSH COLLEGE FOR WOMEN  
STUDENT GRIEVANCE FORM

Name of the Student: *shasana*

Class: *1<sup>st</sup> MA*

Department: *public Administration*

Contact Number: *8300761418*

Email Id:

Specify the grievance briefly

Mam I am shasana doing my pgt in AACW. AS my hometown is Cuddalore, I am staying in our college hostel. I want to discontinue my course as I am not able to adjust with the new environment in Chennai.

Date: *10-10-2018*

*shasana*  
Signature

Action Taken (For College use only)

The Student was called for a casual discussion by the committee. The committee counselled her on the importance of education, gave time to her to think over and reconsider her decision of quitting the course abruptly. This started working in her mind and gradually she decided to take up the 1<sup>st</sup> semester exam along with the 2<sup>nd</sup> semester exam. She wrote all the exams and completed the course.

*R. An*  
Staff in charge

*R. Shanthi*  
PRINCIPAL



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Chennai - 600040, Tamil Nadu.

**ANNA ADARSH COLLEGE FOR WOMEN**

**STUDENT GRIEVANCE FORM**

Name of the Student: TWINKLE RANA

Class: 1<sup>st</sup> MA

Department: PUBLIC ADMINISTRATION

Contact Number: 9384654746

Email Id: twinklerana24@gmail.com

Specify the grievance briefly

Maam though we have water cooler in first floor most of the time it is not in working condition.

Date: 04/12/2018

Twinkle Rana  
Signature

Action Taken (For College use only)

Regular meetings and discussions took place involving the concerned authorities. Those that needed repair was done immediately and the number of water coolers were increased installing it in the ground floor, 2<sup>nd</sup>, 11<sup>th</sup> and 111<sup>th</sup> floor with immediate effect.

S. Kavitha  
Staff in charge

R. Shanthy  
PRINCIPAL



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Chennai - 600040, Tamil Nadu.

ANNA ADARSH COLLEGE FOR WOMEN  
STUDENT GRIEVANCE FORM

Name of the Student: S. Padmapriya  
Class: <sup>nd</sup> B.A Economics  
Department: Business Economics  
Contact Number: 735 835 9487  
Email Id: Padmapriyas138@gmail.com  
Specify the grievance briefly

Washrooms are not clean  
inspite of its regular clearing  
Everyday.

Date: 21.8.2018

S. Padmapriya  
Signature

Action Taken (For College use only)

The Committee decided to train the students and cleaning staff. The cleaning staff were asked to prepare detailed schedules to ensure the toilets were kept in good condition throughout the day as personal hygiene plays an important role for protection against infectious diseases. Students were educated on the importance of hygiene. Revamping of old wash rooms was done within a month.

G. hemalatha  
Staff in charge

R. Shanthi  
PRINCIPAL



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
Chennai - 600040, Tamil Nadu.

2017-18

ANNA ADARSH COLLEGE FOR WOMEN  
STUDENT GRIEVANCE FORM

Name of the Student: S. Margaret  
Class: III<sup>rd</sup> year 201508470  
Department: B.Sc (Computer Science) Shift II  
Contact Number:  
Email Id: Susaimani3064@gmail.com

Specify the grievance briefly

There is traffic jam near the college entrance finding it difficult to enter, parking is also a problem.

Date: 24/08/17

*Susaimani*  
Signature

Action Taken (For College use only)

A Discipline Committee comprising of faculty from various departments and Road Safety club regulated the traffic during Peak hours.

*A.N.*  
Staff in charge

*Sg*  
PRINCIPAL



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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CRITERION 5

# *Minutes of Meeting*

## INTERNAL COMPLAINTS COMMITTEE

The College has constituted an Internal Complaints Committee (ICC) on 10 February, 2021 on the basis of the UGC( Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Educational Institutions) Regulations, 2015 Published in the Gazette of India, New Delhi 2 May 2016.

ICC comprises of Student representatives and members from the teaching community. It registers complaints of workplace sexual harassment and undertakes formal proceedings to resolve them.

ICC organises special session on what constitutes sexual harassment and explains the procedure of filing a complaint with the ICC

### Procedure for Filing a complaint with ICC

- Complaints can be Hand Written or typed on paper
- Nature of complaints should be clearly stated in detail
- Student can contact any internal member of ICC – AACW and hand over the complaint
- Student can Email the complaint to the Email ID [iqacgrievanceredressal@annaadarsh.edu.in](mailto:iqacgrievanceredressal@annaadarsh.edu.in)

### Working of ICC – AACW

- All Complaints will be dealt with confidentially
- Only matters Pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC
- Other conflicts and grievance if any should be submitted to the Grievance Redressal committee
- Committee will take all necessary steps to assist the affected person in terms of support and preventive action
- Committee shall comply with the procedure prescribed in the UGC Regulation 2015 and the Sexual Harassment Act for inquiring into complaints in a time bound manner.

On receipt of a complaint ICC conducts Preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence including the complaints. ICC then submits the enquiry report to the management. In case the allegations are not in the nature of sexual Harassment, ICC refers such complaints to the Grievance Committee of the college.

Member Secretary/Secretary/Chairperson of ICC receives the complaints of Sexual Harassment, if any on behalf of the ICC and Coordinates the deliberation of the ICC on the Complaints received.

AACW has a transparent mechanism for timely redressal of student grievances including Sexual Harassment and Ragging Cases. Anti-Ragging Committee has students as

Ambassadors for better functioning enabling it to spread the spirit of harmony among the seniors and juniors.

**Aim:** Aim of the Committee is Prevention, Prohibition and redressal of sexual harassment of students and employees in the institution. Complaints pertaining to Sexual Harassment anti –ragging shall be lodged with the committee and appropriate disciplinary action is initiated by the members in accordance with the rules/regulations of the college.

#### Objectives

1. To Consider the welfare of girl students, non-teaching and teaching faculty
2. To handle issues related to sexual harassment of students and faculties
3. To make arrangements for appropriate psychological, physical and emotional support in the form of counselling, security and other assistance.
4. To take measures towards sensitization of the students on gender issues
5. To recommend to the concerned authorities for follow- up action and monitor the same

#### Committee Constitution

S.No	Name	Role	Designation	Address
1	Dr.R.Shanthi	Chairperson	Principal	AACW
2	Dr. Anita Raman	Member Secretary	Vice Principal	AACW
3	Dr.Shirline David	Member Secretary	HOD/Associate Professor	AACW
4	Dr.R.Asha	Member	Assistant Professor	AACW
5	Dr.Shanana Mubeen	Member	Assistant Professor	AACW
6	Ms Vidya Bhardwaj	Student Representative	---	AACW
7	Karpaga Kirthiga	Student Representative	---	AACW
8	A. Fayekha Thabasum	Student Representative	---	AACW

**A Meeting of the Internal Complaints Committee will be conducted as per the following Schedule :**

Date : 26.8.2021

Venue : Room No. 3

Time : 11am

*Anita Raman*

Signature

College Seal

Member Secretary





### Minutes of the first meeting of the Internal Complaints Committee (ICC) 26.8.2021

A committee on "Internal Complaint Committee (ICC)" has been duly constituted on 10 February 2021.

The first meeting of ICC to review the cases of sexual harassment at AACW was held on 26.8.2021 at 11am in Room No.3

At the outset, Chairperson welcomed all the members of the Committee. She informed that as per the guidelines issued by UGC all institutes of higher education must constitute an ICC and in this context, this committee has been set in AAC. She described the role of ICC and said everyone has a responsibility to contribute to the cause. Further, she mentioned that it was the first meeting of the constituted ICC in AAC and welcomed suggestions from all members to make it effective.

The Committee noted that no complaint of sexual harassment has been received from any student or woman employee of this college. It was emphasised that in order to create awareness and continuous sensitization among the students, it is essential to organise awareness programmes in the AAC campus.

The Chairperson thanked the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier if need arise. Next meeting of the Committee will be held in the month of November 2021. Meeting ended with vote of thanks.

**Meeting Chaired by: Dr.R.Shanthi**

**Attended by following members:**

Name	Role
Dr. Anita Raman	Member Secretary <i>Anita Raman</i>
Dr.Shirline David	Member Secretary <i>Shirline</i>
Dr.R.Asha	Member <i>R.Asha</i>
Dr.Shanana Mubeen	Member <i>Shanana</i>
Ms Vidya Bhardwaj	Student Representative <i>Vidya B.</i>
Karpaga Kirthiga	Student Representative <i>Karpaga</i>
A. Fayekha Thabasum	Student Representative <i>Fayekha</i>

**Points Discussed**

1. Interaction with students to introduce the Committee
2. Awareness programmes/ activities to be organised by the Committee
3. A Suggestion /complaint box to be placed in the college premises
4. Creation of separate mail id for ICC to register complaints
5. Next meeting of the Committee will be held in the month of November 2021

*Anita Ramaw*

Signature

Member Secretary

College Seal



## CIRCULAR

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 18 November 2021 at 11am in Room No.3

Agenda:

1. Report on cases relating Sexual harassment for the academic year 2021-2022.
2. Events and programs to be organized.
3. Any other point with the permission of the Principal.

*Anita Raman*

Member Secretary, ICC.

### Minutes of Internal Complaints Committee

The meeting of Internal Complaints Committee was held on .18.11.2021.

The chairperson welcomed the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC. Member secretary submitted a report stating that there were no cases relating to sexual harassment in the college. It was decided to conduct programs and activities about gender equity and gender sensitization. As there were no other points for discussion, the meeting was concluded with a vote of thanks.

**Meeting Chaired by: Dr.R.Shanthi**

**Attended by following members:**

Name	Role
Dr. Anita Raman	Member Secretary <i>Anita Raman</i>
Dr.Shirline David	Member Secretary <i>Shirline</i>
Dr.R.Asha	Member <i>R.Asha</i>
Dr.Shanana Mubeen	Member <i>Shanana</i>
Ms Vidya Bhardwaj	Student Representative <i>Vidya B</i>
Karpaga Kirthiga	Student Representative <i>Karpaga</i>
A.Fayekha Thabasum	Student Representative <i>Fayekha</i>

Points Discussed

1. Counselling the Students to brief them about forms of harassment.
2. Awareness programme to be organised on Gender sensitization at AAC.

*Anita Ramani*

Signature

Member Secretary

College Seal



## CIRCULAR

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on January 2022 at 11am in Room No.3

Agenda:

1. Report on cases relating Sexual harassment
2. Events and programs to be organized.
3. Any other point with the permission of the Principal.

*Anita Ramaw*

Member Secretary, ICC.

### Minutes of the Meeting 6.1.2022

The meeting of Internal Complaints Committee was held on 6.1.2022.

The chairperson welcomed the members . Member secretary submitted a report stating that there were no cases relating to sexual harassment in the college. It was decided to conduct programs and activities. As there were no other points for discussion, the meeting was concluded with a vote of thanks.

Meeting Chaired by: Dr.R.Shanthi

Attended by following members:

Name	Role
Dr. Anita Raman	Member Secretary <i>Anita Ramaw</i>
Dr.Shirline David	Member Secretary <i>Shi</i>
Dr.R.Asha	Member <i>Ra</i>
Dr.Shanana Mubeen	Member <i>Shy</i>
Ms Vidya Bhardwaj	Student Representative <i>Michya. B</i>
Karpaga Kirthiga	Student Representative <i>K.K.</i>
A. Fayekha Thabasum	Student Representative <i>Fayekha</i>

Points Discussed

1. MOU to be signed with Poschy Tech India (P) Ltd, Chennai.
2. Approval of date for signing MOU.
3. Events/ Activity to be organized in collaboration with Poschy Tech India (P) Ltd, Chennai
4. Complaint regarding Sexual Harassment against women can be made in paper form to be put in the Complaint drop box or can be sent by email.

*Amita Ramani*

Signature

Member Secretary

College Seal



## CIRCULAR

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on March 2022 at 11am in Room No.3

Agenda:

1. Report on cases relating Sexual harassment
2. Events and programs to be organized.
3. Any other point with the permission of the Principal.

Anita Raman

Member Secretary, ICC

### Minutes of the Meeting 14.3.2022

The meeting of Internal Complaints Committee was held on 14.3.2022.

The chairperson welcomed the members. Member secretary submitted a report stating that there were no cases relating to sexual harassment in the college. It was decided to conduct programs and activities. As there were no other points for discussion, the meeting was concluded with a vote of thanks.

**Meeting Chaired by: Dr.R.Shanthi**

**Attended by following members:**

Name	Role
Dr. Anita Raman	Member Secretary <u>Anita Raman</u>
Dr.Shirline David	Member Secretary <u>Shirline</u>
Dr.R.Asha	Member <u>RA</u>
Dr.Shanana Mubeen	Member <u>Shanana</u>
Ms Vidya Bhardwaj	Student Representative <u>Vidya B</u>
Karpaga Kirthiga	Student Representative <u>Kirthiga</u>
A. Fayekha Thabasum	Student Representative <u>Fayekha</u>

Points Discussed

1. Activity on cyber crimes in India: Are Women a soft target to be organized
2. Date for the awareness programme approved on 31.3.2022.
3. Number of students, faculty and non-teaching staff attending the programme

College Seal



*Anita Ramaw*

Member Secretary ICC