

## 5.1.4(2B) Organization wide awareness and undertakings on policies with zero tolerance

*ASSRONS*  
PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.

ANTI DRUG AWARENESS DRIVES IN COLLEGE CAMPUS



*P.S. Reddy*  
PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.



*Handwritten signature in green ink.*

**PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.**

**ANTI RAGGING UNDERTAKING BY THE STUDENT AND PARENT/ GUARDIAN**

I Y. Kamal studying 1<sup>st</sup> Year B.Tech.,  
in Agri (Branch Name) at "Vikas Group of Institutions", Nunna,  
Vijayawada Rural, Son / Daughter of Y. Mallikharjun Rao residing at (Address)  
Ph: 9491669739.

I hereby undertake that I am aware of the meaning of Ragging as defined by the Supreme Court, that "Ragging is any disorderly conduct, whether by words spoken or written, or by an act which has the effect of teasing, treating or handling a fresher or a junior with rudeness any student, indulging in rowdy or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student".

I am also aware of the system of punishment in case of ragging other students and that in case I become involved in the act of ragging.

I endorse the undertaking given above and I abide by the same.

Signature of the Parent/ Guardian

Y. Kamal  
Signature of the Student

Station: Nunna

Date:    /    / 202

Prasanna

**PRINCIPAL/DIRECTOR**  
**VIKAS GROUP OF INSTITUTIONS**  
**NUNNA - 521 212**  
**Vijayawada Rural, NTR Dist., A.P.**

**ANTI RAGGING UNDERTAKING BY THE STUDENT AND PARENT/ GUARDIAN**

I am SUNKARA RUPESH KUMAR studying 1<sup>st</sup> Year B.Tech.,  
in C.S.E (Branch Name) at "Vikas Group of Institutions", Nunna,  
Vijayawada Rural, Son / Daughter of SUNKARA BUCHI RAJU residing at (Address)  
Nalluri satyanarayana nagar, palamata, vijayawada Ph: 9490550791.

I hereby undertake that I am aware of the meaning of Ragging as defined by the Supreme Court, that "Ragging is any disorderly conduct, whether by words spoken or written, or by an act which has the effect of teasing, treating or handling a fresher or a junior with rudeness any student, indulging in rowdy or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student".

I am also aware of the system of punishment in case of ragging other students and that in case I become involved in the act of ragging.

I endorse the undertaking given above and I abide by the same.

*S. Buchi Raju*

Signature of the Parent/ Guardian

*S. R. P. Reddy*

Signature of the Student

Station: \_\_\_\_\_

Date: \_\_/\_\_/202

*P. S. Reddy*

**PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.**

**ANTI RAGGING UNDERTAKING BY THE STUDENT AND PARENT/ GUARDIAN**

I AVIDI SATYA PHANEENDRA studying 1<sup>st</sup> Year B.Tech.,  
in AGE (Branch Name) at "Vikas Group of Institutions", Nunna,  
Vijayawada Rural, Son / Daughter of A.N.V. SATYANARAYANA residing at (Address)  
Sundalapeta, Turusumanda Ph: 9492080594.  
Ambajipeta (mdl) East Godavari (dist)

I hereby undertake that I am aware of the meaning of Ragging as defined by the Supreme Court, that "Ragging is any disorderly conduct, whether by words spoken or written, or by an act which has the effect of teasing, treating or handling a fresher or a junior with rudeness any student, indulging in rowdy or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student".

I am also aware of the system of punishment in case of ragging other students and that in case I become involved in the act of ragging.

I endorse the undertaking given above and I abide by the same.

A.N.V. Satyanarayana  
Signature of the Parent/ Guardian

A.S. Phaneendra  
Signature of the Student

Station: \_\_\_\_\_

Date: \_\_/\_\_/202

Passuok

**PRINCIPAL/DIRECTOR**  
**VIKAS GROUP OF INSTITUTIONS**  
**NUNNA - 521 212**  
**Vijayawada Rural, NTR Dist., A.P.**

ANTI RAGGING UNDERTAKING BY THE STUDENT AND PARENT/ GUARDIAN

I Emani nava kumar studying 1<sup>st</sup> Year B.Tech.,  
in Age (Branch Name) at "Vikas Group of Institutions", Nunna,  
Vijayawada Rural, Son / Daughter of Emani Siva Sankar residing at (Address)  
2nd cross Road, Beside Holy Cross High School, Kollipava (md) Guntur (dist) AP-522204 Ph: 9494954296.

I hereby undertake that I am aware of the meaning of Ragging as defined by the Supreme Court, that "Ragging is any disorderly conduct, whether by words spoken or written, or by an act which has the effect of teasing, treating or handling a fresher or a junior with rudeness any student, indulging in rowdy or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student".

I am also aware of the system of punishment in case of ragging other students and that in case I become involved in the act of ragging.

I endorse the undertaking given above and I abide by the same.

E. Siva Sankar  
Signature of the Parent/ Guardian

E. nava kumar  
Signature of the Student

Station: \_\_\_\_\_

Date: \_\_\_/\_\_\_/202

Prasanna  
PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.

**ANTI RAGGING UNDERTAKING BY THE STUDENT AND PARENT/ GUARDIAN**

I V. Sharan Teja studying 1<sup>st</sup> Year B.Tech.,  
in Agricultural (Branch Name) at "Vikas Group of Institutions", Nunna,  
Vijayawada Rural, Son / Daughter of V.B. Chennaiah residing at (Address)  
Allagadda Ph: 9491740604.

I hereby undertake that I am aware of the meaning of Ragging as defined by the Supreme Court, that "Ragging is any disorderly conduct, whether by words spoken or written, or by an act which has the effect of teasing, treating or handling a fresher or a junior with rudeness any student, indulging in rowdy or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student".

I am also aware of the system of punishment in case of ragging other students and that in case I become involved in the act of ragging.

I endorse the undertaking given above and I abide by the same.

V. Chennaiah  
Signature of the Parent/ Guardian

V. Sharan Teja  
Signature of the Student

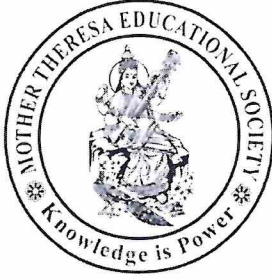
Station: \_\_\_\_\_

Date: \_\_/\_\_/202

Pass

**PRINCIPAL/DIRECTOR**  
**VIKAS GROUP OF INSTITUTIONS**  
**NUNNA - 521 212**  
**Vijayawada Rural, NTR Dist., A.P.**





# VIKAS GROUP OF INSTITUTIONS

(Sponsored by Mother Theresa Educational Society)  
Approved by AICTE, New Delhi, PSI, New Delhi & Affiliated to JNTUK, Kakinada  
Nunna – 521 212, Vijayawada Rural, A.P. India.

Email: principal.9t@gmail.com

ANTI-RAGGING COMMITTEE ACADEMIC YEAR: 19-20

## FEED BACK ON AWARENESS PROGRAM

By student:

Name: M. Ram teja  
Class: 1<sup>st</sup> year

Department: AGE

Roll: 199T1A3518

S. No.	AWARENESS PROGRAM	Score
1	Program well organized	3
2	Program met its destination	2
3	Learnt valuable information from this program	2
4	Speakers well informed and knowledgeable	3
5	Positive impact on academic career	3
6	Enjoyed the skits related to Anti-Ragging in the Program	2
7	Satisfied with the moral displayed in the skits	3

Score: 3- Excellent; 2-Good; 1-Poor

M. Ram teja.  
Signature

*Principal's Signature*

PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist. A.P.



# VIKAS GROUP OF INSTITUTIONS

(Sponsored by Mother Theresa Educational Society)  
Approved by AICTE, New Delhi, PSI, New Delhi & Affiliated to JNTUK, Kakinada  
ISO 9001 : 2015 Certified  
Nunna – 521 212, Vijayawada Rural, A.P. India.

Email: principal.9t@gmail.com

ANTI-RAGGING COMMITTEE ACADEMIC YEAR: 22-23

## FEED BACK ON AWARENESS PROGRAM

By student:

Name: J. Ashok Kumar

Department: CSE

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

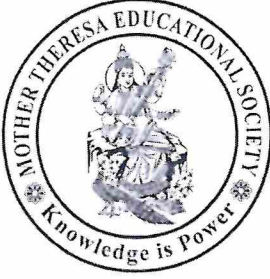
Roll: 229T1A0534

S. No.	AWARENESS PROGRAM	Score
1	Program well organized	3
2	Program met its destination	2
3	Learnt valuable information from this program	3
4	Speakers well informed and knowledgeable	3
5	Positive impact on academic career	2
6	Enjoyed the skits related to Anti-Ragging in the Program	3
7	Satisfied with the moral displayed in the skits	3

Score: 3- Excellent; 2-Good; 1-Poor

J. Ashok Kumar  
Signature

*Principal*  
PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.



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(Sponsored by Mother Theresa Educational Society)  
Approved by AICTE, New Delhi, PSI, New Delhi & Affiliated to JNTUK, Kakinada  
Nunna - 521 212, Vijayawada Rural, A.P. India.

Email: principal.9t@gmail.com

## ANTI-RAGGING COMMITTEE ACADEMIC YEAR:

### FEED BACK ON AWARENESS PROGRAM

By student:

Name: *L. Prasad*

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

Department: *AGE*

Roll: *209T1A3512*

S. No.	AWARENESS PROGRAM	Score
1	Program well organized	<i>3</i>
2	Program met its destination	<i>3</i>
3	Learnt valuable information from this program	<i>3</i>
4	Speakers well informed and knowledgeable	<i>3</i>
5	Positive impact on academic career	<i>3</i>
6	Enjoyed the skits related to Anti-Ragging in the Program	<i>3</i>
7	Satisfied with the moral displayed in the skits	<i>3</i>

Score: 3- Excellent; 2-Good; 1-Poor

*L. Prasad*  
Signature

*Principal*  
PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.



# VIKAS GROUP OF INSTITUTIONS

(Sponsored by Mother Theresa Educational Society)  
Approved by AICTE, New Delhi, PSI, New Delhi & Affiliated to JNTUK, Kakinada  
Nunna – 521 212, Vijayawada Rural, A.P. India.  
Email: principal.9t@gmail.com

ANTI-RAGGING COMMITTEE ACADEMIC YEAR: 19-20

## FEED BACK ON AWARENESS PROGRAM

By student:

Name: CHILLAPALLI. RATESHWARI

Department: AGE

Class: 2<sup>nd</sup> year

Roll: 19971A3504

S. No.	AWARENESS PROGRAM	Score
1	Program well organized	3
2	Program met its destination	2
3	Learnt valuable information from this program	3
4	Speakers well informed and knowledgeable	2
5	Positive impact on academic career	3
6	Enjoyed the skits related to Anti-Ragging in the Program	3
7	Satisfied with the moral displayed in the skits	3

Score: 3- Excellent; 2-Good; 1-Poor

Ch. Rameswari

Signature

*(Handwritten signature in green ink)*

**PRINCIPAL/DIRECTOR**  
**VIKAS GROUP OF INSTITUTIONS**  
**NUNNA - 521 212**  
**Vijayawada Rural, NTR Dist. A.P.**



प्रो. राजीव कुमार  
सदस्य सचिव  
Prof. Rajive Kumar  
Member Secretary



सत्यमेव जयते



अखिल भारतीय तकनीकी शिक्षा परिषद्  
(भारत सरकार का एक सांविधिक निकाय)  
शिक्षा मंत्रालय, भारत सरकार  
नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070  
दूरभाष : 011-29581399  
ई-मेल : ms@aicte-india.org

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
(A STATUTORY BODY OF THE GOVT. OF INDIA)  
Ministry of Education, Govt. of India  
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070  
Phone : 011-29581399  
E-mail : ms@aicte-india.org

F. No. 1-103/AICTE/PGRC/Regulations/2023

Date: 29.04.2023

Dear Sir/Madam,

**Subject: Steps to be taken for curbing the menace of ragging-reg**

As you are aware, in pursuance to the judgment of the Hon'ble Supreme Court of India to prohibit, prevent and eliminate the scourge of ragging in the AICTE approved technical Institutions, All India Council for Technical Education has framed the Regulations called All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institution, Universities including Deemed to be Universities imparting technical education) Regulations, 2009. These Regulations are mandatory for all AICTE approved Institution across the country.

As multiple mechanisms are required to ensure a ragging-free campus, you are requested to take/initiate following action/steps:

1. Constitution of Anti-Ragging Committee (ARC), Anti-Ragging Squad (ARS), setting up of Anti-Ragging Cell and adequate publicity for these measures through various media.
2. A clear mention of Anti-Ragging warning in the Institution's prospectus and information booklets/brochures shall be ensured.
3. Preparation of e-admission booklet or brochure, e-leaflets of your Institutions giving detailed guidance to admitted students in case of ragging, instead of print/hard copy.
4. Display banners/posters at conspicuous places in the campus to create awareness on anti-ragging measures amongst student (**soft copies of the 04 posters are attached**). Also to display these anti-ragging posters in their website.
5. Updation of websites of Institutions with the complete address and contact details of Nodal Officers related to Anti-Ragging Committee.
6. It is compulsory for each student and his/her parent/Guardian to submit an **online anti-ragging** undertaking each academic year at either of the two designated websites, namely, [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org) as per revised procedure. In this regard, kindly refer to AICTE's letter dated 22.11.2021 (a copy enclosed).

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Manager - To  
display on  
File Boards  
id Univ.  
web sites  
students  
display on  
otel notice  
boards.

Sharma  
05/05/2023

Prasanna


PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.

1/2

7. Regular interaction and counselling with the students to detect early signs of ragging and identification of trouble-triggers.
8. Surprise inspection at hostels, students' accommodation, canteens, rest-cum-recreation rooms, toilets, bus-stands and any other measure which would augur well in preventing/quelling ragging and any uncalled for behaviour/incident.
9. The amount arisen out of penalty/fine in ragging cases, if any, may be deposited in respective Institution and the said amount may be utilized/used for creating awareness on Anti Ragging only.
10. Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline at 1800-180-5522 (24x7 Toll Free Number) or e-mail the Anti-Ragging Helpline at [helpline@antiragging.in](mailto:helpline@antiragging.in).

In view of the above, all AICTE approved technical Institutions are hereby requested to make necessary compliance on the above. Any violation of AICTE Regulations or failure of Institution to take adequate steps to prevent ragging in accordance with these Regulations or failure to punish perpetrators of incidents of ragging suitably, will attract punitive action under the AICTE Act.

Yours faithfully,

  
28.4.2023  
(Prof. Rajive Kumar)  
Member Secretary

1. **The Principal/Directors** of all AICTE approved Technical Institutions/Universities

Encls: As above.

Copy to:

1. **The Secretary, Anti Ragging Cell,**  
University Grants Commission



**PRINCIPAL/DIRECTOR**  
**VIKAS GROUP OF INSTITUTIONS**  
NUNNA - 521 212  
Pavawada Rural, NTR Dist., A.P.



प्रो.राजीव कुमार  
सदस्य सचिव  
Prof. Rajive Kumar  
Member Secretary



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक संवैधानिक निकाय)

मानव संसाधन विकास मंत्रालय, भारत सरकार

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली - 110070

दूरभाष 011-26131497

ई मेल : [ms@aicte-india.org](mailto:ms@aicte-india.org)

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Govt. of India)

Ministry of Human Resource Development, Govt. of India

Nelson Mandela Marg, Vasant Kunj, New Delhi-110067

Phone: 011-26131497

E-mail: [ms@aicte-india.org](mailto:ms@aicte-india.org)

F. No. 1-104/AICTE/PGRC/Antiragging/2021

Date: 22.11.2021

Subject: Revised procedure for students to file online Anti Ragging Affidavit-reg

Dear Sir/Madam,

As you are aware, in pursuance to the judgment of the Hon'ble Supreme Court of India and in compliance of All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institution, Universities including Deemed to be Universities imparting technical education) Regulations 2009, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at either of the two designated web sites, namely, [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org).

As part of UGC's initiative toward reduction of compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging Affidavit (A copy of the revised procedure is enclosed).

The revised procedure is as follows:

- Step 1:** A student will submit his/her details on the same web sites ([www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org)) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the AICTE regulations on curbing the menace of ragging. He / She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same like before).
- Step 2:** The student will receive an e-mail with his/her registration number and a web link. The student will forward the link to the e-mail of the Nodal Officer in his/her university/college. (please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier).
- Step 3:** The Nodal Officer in the University/College can click on the link of any forwarded e-mails that he/she will received from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.

Universities and Colleges are requested to insert a mandatory column in their university/colleges admission form as per the given format:

Anti Ragging Undertaking Reference No.:	<input type="text"/>
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*PKS*

PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212

You are also requested to display the e-mail address and contact number of the Nodal Officer of Anti Ragging in their website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel and Common facilities etc. to create awareness about the revised procedure for students to file online Anti Ragging Affidavit.

In addition to this, you are requested to create e-admission booklet or brochure, e-Leaflets giving details on guidance in case of ragging to admitted students instead of print/hard copy.

In view of the above, you are requested to make necessary compliance on the above revised procedure please.

Yours faithfully,

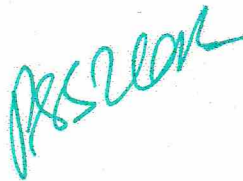
  
22-11-21

(Prof. Rajive Kumar)  
Member Secretary

**The Vice-Chancellor/Principal/Director of all AICTE approved  
Universities/Institutions**

Encl: As above.

The Joint Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New  
Delhi-110002



**PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.**

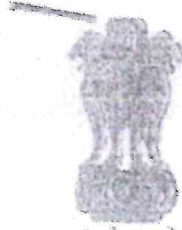




एन गिअर विभुअने

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

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

Ph : 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@ugc.in

D. O. No. F. 3-2/2021 (ARC)

October, 2021

**SPEED POST**

**Subject: Revised procedure for students to file online Anti Ragging Affidavit.**

Dear Madam/Sir,

As you are aware, in pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and in compliance of the 2<sup>nd</sup> Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at either of the two designated web sites, namely, [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org).

As part of UGC's initiative towards reduction of compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging Affidavit.

The revised procedure is as follows:

**Step 1:** A student will submit his/her details on the same web sites ([www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org)) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging. He/She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same like before).

**Step 2:** The student will receive an E MAIL with his/her registration number and a web link. The student will forward the link to the E mail of the Nodal officer in his/her university/college. (Please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier).

**Step 3:** The Nodal Officer in the university/college can click on the link of any forwarded e mails that he/she will receive from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.

Contd.../-

BVK  
VPO  
29/11

*Handwritten signature in green ink.*

PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.

1742/KK/2021  
10/11/2021

CONTINUATION SHEET

02

Universities and Colleges are requested to insert a mandatory column in your university/colleges admission form as per the given format:

Anti Ragging Undertaking Reference no:

You are also requested to display the email address and contact number of the Nodal Officer of Anti Ragging of your university/college in your website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities etc. to create awareness about the revised procedure for students to file online Anti Ragging Affidavit.

In addition to this, you are also requested to create E-admission booklet or brochure, E-leaflets giving details on guidance in case of ragging to admitted students instead of print/hard copy.

With kind regards,

Yours sincerely,

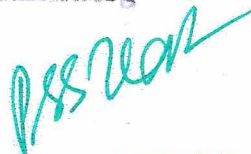
(Rajnish Jain)

The Vice-Chancellor of all Universities

The Principal of all Colleges

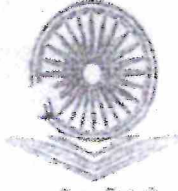
Copy to:

1. All Higher Education Regulatory Bodies (As per list attached).
2. UGC Regional Offices.
3. Ms. Jasleen Kaur, Under Secretary (HE), Department of Higher Education, Ministry of Education, Room No. 221, 'C' Wing, Shastri Bhawan, New Delhi-110 001
4. Dr. Diksha Rajput, Deputy Secretary, UGC, New Delhi (for uploading on UGC website).
5. Prof. Raj Kachroo, 689, Sector-23, Gurgaon, Haryana-122 017 (for uploading the same on both the website: (1) website: www.antiragging.in (2) www.amanmovement.org



**PRINCIPAL/DIRECTOR**  
**VIKAS GROUP OF INSTITUTIONS**  
NUNNA - 521 212  
Mawada Rural, NTR Dist.

  
(Dr. Archana Thakur)  
Joint Secretary



एन.सी.ई.आर. विज्ञान

प्रो. राजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



उच्च शिक्षा विभाग

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

महाहराज गुरु मार्ग, नई दिल्ली-110002  
Sachdev Block Inder Marg, New Delhi-110002

Ph: 011-23236599/23239337

Fax: 011-2323 6656

E-mail: secyugc@nic.in

अ.सं.नि.सं. 3-2/2021 (ए.आर.सी.)

अक्टूबर, 2021

**SPEED POST**

विषय: विद्यार्थियों के लिए ऑनलाइन रैगिंग रोधी शपथ-पत्र दाखिल करने की संशोधित प्रक्रिया।

प्रिय महोदया/महोदय,

जैसा कि आप जानते हैं, सिविल अपील संख्या 887/2009 में भारत के भारतीय सर्वोच्च न्यायालय के दिनांक 8.5.2009 के निर्णय के अनुसरण में, विश्वविद्यालय अनुदान आयोग ने "उच्चतर शिक्षण संस्थानों में रैगिंग को रोकने के लिए विनियम, 2009" में अधिसूचित किया है जिसके दूसरे संशोधन के अनुपालन में, प्रत्येक विद्यार्थी और उनके माता-पिता/अभिभावक को प्रत्येक शैक्षणिक वर्ष में [www.antiragging.in](http://www.antiragging.in) और [www.amanmovement.org](http://www.amanmovement.org) में से किसी एक वेबसाइट पर ऑनलाइन वचन पत्र जमा करवाना अनिवार्य है।

इस प्रक्रिया को सहज करते हुए विश्वविद्यालय अनुदान आयोग ने विद्यार्थियों के लिए ऑनलाइन रैगिंग रोधी शपथ-पत्र दाखिल करने की प्रक्रिया में संशोधन किया है।

संशोधित प्रक्रिया निम्नवत है:

चरण 1: विद्यार्थी अपना विवरण पूर्ववत् ([www.antiragging.in](http://www.antiragging.in) और [www.amanmovement.org](http://www.amanmovement.org)) वेबसाइट पर जमा करेंगे और पढ़कर इसकी पुष्टि करेंगे कि वे और उनके माता-पिता/अभिभावक ने रैगिंग को रोकने के लिए विनियम को अच्छी तरह पढ़ और समझ लिया है, वे इस बात की भी पुष्टि करेंगे कि वे किसी भी रूप में रैगिंग में शामिल नहीं होंगे। (चरण 1 पहले जैसा ही है)।

चरण 2: विद्यार्थी को उसकी पंजीकरण संख्या और एक वेब लिंक के लिए एक ई-मेल प्राप्त होगा। विद्यार्थी अपने विश्वविद्यालय/महाविद्यालय में नोडल अधिकारी के ई-मेल पर लिंक अग्रेषित करेगा। (कृपया ध्यान दें कि विद्यार्थी को पीडीएफ शपथ-पत्र प्राप्त नहीं होगा और उसे इसे प्रिंट करने और हस्ताक्षर करने की आवश्यकता नहीं है जैसा कि पहले हुआ करता था)।

चरण 3: विश्वविद्यालय / महाविद्यालय के नोडल अधिकारी उन विद्यार्थियों की सूची प्राप्त करने के लिए जिन्होंने अपने महाविद्यालय में रैगिंग रोधी शपथ पत्र/वचन पत्र जमा किए हैं, अपने महाविद्यालय के किसी भी विद्यार्थी से प्राप्त किसी भी अग्रेषित ईमेल के लिंक पर क्लिक कर सकते हैं, सूची हर 24 घंटे में अद्यतन की जाएगी।

जारी.../-

*P. S. S. S. S.*

PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist.. A P.

# CONTINUATION SHEET

-02-

विश्वविद्यालयों और महाविद्यालयों से अनुरोध है कि वे विष्ट ग्रुप प्रारूप के अनुसार अपने विश्वविद्यालयों/महाविद्यालयों के प्रवेश पत्र में एक अनिवार्य कॉलम डालें:

रैगिंग रोधी शपथ की संदर्भ संख्या:	
-----------------------------------	--

आपसे यह भी अनुरोध किया जाता है कि अपने विश्वविद्यालय/महाविद्यालय के रैगिंग रोधी नोडल अधिकारी का ईमेल पता और संपर्क हेतु टेलीफोन नंबर अपनी वेबसाइट और परिसर क्षेत्रों जैसे प्रवेश क्षेत्र, विभागों, पुस्तकालय, कैंटीन, छात्रावास, और सार्वजनिक स्थानों पर प्रदर्शित करें ताकि विद्यार्थियों में ऑनलाइन रैगिंग रोधी शपथ-पत्र वाजिब करने की संशोधित प्रक्रिया के बारे में जागरूकता पैदा की जा सके।

आपसे यह भी निवेदन किया जाता है कि प्रवेश-पुस्तिका/विवरणिका आदि की प्रिन्ट/हार्ड कॉपी के बजाय उनकी सॉफ्ट कॉपी तथा साथ ही रैगिंग सम्बन्धी मार्गदर्शन हेतु ई-निफनेट भी प्रकाशित की जाय।

सादर,

भवदीय,

(रजनीश जैन)

सभी विश्वविद्यालयों के कुलपति

सभी महाविद्यालयों के प्राचार्य

प्रतिलिपि:

- ✓ सभी उच्चतर शिक्षा नियामक निकाय (संलग्न सूची के अनुसार)।
- विश्वविद्यालय अनुदान आयोग के सभी क्षेत्रीय कार्यालय।
- सुश्री जसलीन कौर, अवर सचिव, उच्चतर शिक्षा, उच्चतर शिक्षा विभाग, शिक्षा संचालय, कमरा नंबर 221, 'सी' बिल्डिंग, शास्त्री भवन, नई दिल्ली-110001
- डॉ० दीक्षा राजपूत, उप सचिव, विश्वविद्यालय अनुदान आयोग, नई दिल्ली (सूचीसी वेबसाइट पर अपलोड करने के लिए)।
- प्रो० राज काचरु, 689, सेक्टर-23, गुडगांव, हरियाणा-122 017 इसे दोनों वेबसाइटों पर अपलोड करने के लिए: (1) वेबसाइट: [www.antiragging.in](http://www.antiragging.in) (2) [www.amanmovement.org](http://www.amanmovement.org)

  
PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.

  
(डॉ० जर्जना ठाकुर)  
संयुक्त सचिव

Grams: "TECHNOLOGY"  
Email: [registrar@jntuk.edu.in](mailto:registrar@jntuk.edu.in)



Phone: Off: 0884 -2300900  
Fax: 0884 -2300901

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA**  
**KAKINADA-533003, Andhra Pradesh (India)**  
(Established by Andhra Pradesh Act No. 30 of 2008)

Lr. No. JNTUK/DAP/B1/Anti – Ragging/Guidelines/2019-20

Dt: 06.08.2019

**Prof. V. V. Subba Rao**  
**B.Tech., M.E., Ph.D.**  
**REGISTRAR**

To  
All the Principals of  
Constituent & Affiliated Colleges,  
JNTUK, Kakinada.

Sub:- JNTUK – DAP – Guidelines of Anti Ragging in the Institutions – Communicated  
– Reg

Ref:- D.O.Lr.No. APSCHE/UMS-C2-1031/Anti – Ragging – Instts./2019,  
dated: 28.06.2019.

\*\*\*

As per the reference cited above, I am hereby informed to all the Principals of Constituent / Affiliated colleges under jurisdiction of JNTUK, Kakinada to follow guidelines and take precautionary measures to avoid ragging in their Educational Institutions.

Further, it is to inform that the following recommendations have been received from the State Council of Higher Education, Government of Andhra Pradesh. The point wise remarks are to be filled in the attached annexure and the same is submitted to the Registrar or Director (i/c), Academic Planning, JNTUK on or before 13.08.2019 with all proofs as enclosures (i.e Anti Ragging calendars, Punishments boards / Posters, Photographs of all display boards, banners, CC Cameras.....etc.).

Hence, it is requested to all the Principals of Constituent / Affiliated colleges of JNTUK, Kakinada to treat as priority basis and send related information without fail.

Yours Sincerely

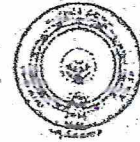
REGISTRAR  
REGISTRAR  
JNTU University Kakinada  
Kakinada-533003

Copy to the Secretary to Vice-Chancellor, JNTUK, Kakinada.  
Copy to the Director (i/c), Academic Planning, JNTUK, Kakinada.  
Copy to the Director, Academic Audit, JNTUK, Kakinada.  
Copy to the Secretary, APSCHE, Tadepalli, Guntur

PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist.. A.P.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
(A Statutory Body of the Government of A.P)  
I & II Floors, C-Block, Sri Mahendra Enclave, Tadepalli,  
Guntur - 522 501, Andhra Pradesh  
Web: [www.apscche.org](http://www.apscche.org). Email: [umsapsche@gmail.com](mailto:umsapsche@gmail.com)



PROF. K. HEMACHANDRA REDDY  
CHAIRMAN

D.O.Lr.No. APSICHE/UMS-C2-1031/Anti-Ragging-Instts./2019

Dt: 28.06.2019

Dear Professor,

Sub: APSICHE - University Matters Section - Prohibition of Ragging in the Educational Institutions - ragging incidents noticed through news dailies - Plan of Action for the year 2019-20 - requested -regarding.

-oOo-

You are aware that the Hon'ble Supreme Court, the University Grants Commission and the Government of A.P. have evolved guidelines/Regulations on curbing the menace of Ragging in Higher Educational Institutions. The same were circulated to all the Universities so as to take stringent action on the ragging incidents and take all precautionary steps to curb Ragging in Educational Institutions.

Against this background, I request you to direct all colleges under the university jurisdiction to take all precautionary measures for prohibition of ragging in Colleges and also outside the colleges especially in hostels and give wide publicity through Print and Electronic Media; Pamphlets, Banners, Notices etc. on the Guidelines / Regulations. You are requested to conduct meetings with the senior students and people from the Academic Institutions, Judiciary, Police Department etc., on the Act provisions and guidelines of the Hon'ble Supreme Court and the UGC on the issue of ragging.

Further, I am directed to inform that the Committee headed by Dr.R.K.Raghavan also made the following recommendations:

1	Anti Ragging Cells	11	Anti Ragging Committees
2	Anti Ragging Squad	12	Monitoring Committee of Anti Ragging
3	Help Desk	13	Emergency Call Unit
4	CCTV Cameras at vital points	14	Alarm bells
5	Media Campaigning	15	Prominent publicity inside & outside through Boards at vital points
6	Action against the defaulting institutions	16	Information Booklets for students / parents / staff covering ragging and in-discipline issues
7	First aid kit	17	Prospectus covering anti ragging and undertaking from the students / parents / guardians.
8	Anti Ragging Help line	18	Anti Ragging Message
9	Anti Ragging Website	19	Anti Ragging Van
10	Emergency Call Unit	20	Quick response teams (21) Sudden and surprise checks

I am enclosing a draft advertisement in favour of the University and Government for issuing local news dailies and printing brochures so as to motivate the students and parents on anti-ragging in the educational institutions.

I also request you to kindly take personal interest in the matter and initiate necessary action by issuing instructions to all the university and affiliated Colleges directing them to comply with the guidelines of the Hon'ble Supreme Court, Regulations of the UGC, State Act Provisions etc., to see to it that 2019-20 would be a ragging-free academic year.

With kind regards,

*Handwritten signature in blue ink*

Yours sincerely,

(K. Hemachandra Reddy)

To  
The Vice-Chancellors of the State Universities in AP

PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.

*Handwritten signature and date 1/7/2019*

# ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION



(A Statutory Body of the Govt. of A.P.)  
3rd, 4th and 5th Floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road,  
Atmakur Village, MANGALAGIRI-522 503. Guntur District, Andhra Pradesh  
Phone : 08645 - 295701, Mobile : 9849344564.  
E-mail : chairman.apsche@gmail.com, website : www.apsche.org



**Prof. K. Hemachandra Reddy**  
Chairman

D.O.Lr.No. APSCHE/UMS-C2-1031/Anti-Ragging-Instts./2020  
Dear Professor,

Dt: 20.11.2020

Sub : APSCHE – University Matters Section – Prohibition of Ragging in the Educational Institutions – ragging incidents noticed through news dailies - Plan of Action for the year 2020-21 - requested –regarding.  
-oOo-

You are aware that the Hon'ble Supreme Court, the University Grants Commission and the Government of A.P. have evolved guidelines/Regulations on curbing the menace of Ragging in Higher Educational Institutions. The same were circulated to all the Universities so as to take stringent action on the ragging incidents and take all precautionary steps to curb Ragging in Educational Institutions.

Against this background, I request you to direct all colleges under the university jurisdiction to take all precautionary measures for prohibition of ragging in Colleges and also outside the colleges especially in hostels and give wide publicity through Print and Electronic Media, Pamphlets, Banners, Notices etc. on the Guidelines / Regulations. You are requested to conduct meetings with the senior students and people from the Academic Institutions, Judiciary, Police Department etc., on the Act provisions and guidelines of the Hon'ble Supreme Court and the UGC on the issue of ragging.

Further, I am directed to inform that the Committee headed by Dr.R..K.Raghavan also made the following recommendations:

- |  |  |
|--|--|
| 1 Anti Ragging Cells                     | 11 Anti Ragging Committees   |
| 2 Anti Ragging Squad                     | 12 Monitoring Committee of Anti Ragging  |
| 3 Help Desk                              | 13 Emergency Call Unit   |
| 4 CCTV Cameras at vital points           | 14 Alarm bells   |
| 5 Media Campaigning                      | 15 Prominent publicity inside & outside through Boards at vital points                           |
| 6 Action against defaulting institutions | 16 Information Booklets for students / parents / staff covering ragging and in-discipline issues |
| 7 First aid kit                          | 17 Prospectus covering anti ragging and undertaking from the students / parents / guardians.     |
| 8 Anti Ragging Help line                 | 18 Anti Ragging Message  |
| 9 Anti Ragging Website                   | 19 Anti Ragging Van  |
| 10 Emergency Call Unit                   | 20 Quick response teams (21) Sudden and surprise checks  |

I am enclosing a draft advertisement in favour of the University and Government for issuing local news dailies and printing brochures so as to motivate the students and parents on anti-ragging in the educational institutions.

I also request you to kindly take personal interest in the matter and initiate necessary action by issuing instructions to all the university and affiliated Colleges directing them to comply with the guidelines of the Hon'ble Supreme Court. Regulations of the UGC, State Act Provisions etc., to see to it that 2020-21 would be a ragging-free academic year.

With kind regards,

Yours sincerely,

(K. Hemachandra Reddy)

To  
The Vice-Chancellors of AP State Universities

**PRINCIPAL/DIRECTOR**  
**VIKAS GROUP OF INSTITUTIONS**  
**NUNNA - 521 212**  
**Vijayawada Rural, NTR Dist., A.P.**

Endt No.JNTUK/DAA/B1/Anti Ragging Instructions – 2020

Office of the Registrar,  
JNTUK, Kakinada  
Date: 04.12.2020

**CIRCULAR**

All the Principals of Constituent/Affiliated Colleges under the jurisdiction of the JNTUK, Kakinada are hereby informed to take all precautionary steps to curb Ragging in educational institutions as per the instructions of the Chairman, APSCHE, Andhra Pradesh. It is also to inform that stringent action will be taken on reporting of any incidences of the Ragging from the institutes.

  
REGISTRAR  
REGISTRAR  
J.N.T. University Kakinada  
KAKINADA - 533 003

To  
Copy to all the Principals of Constituent/Affiliated Colleges of JNTUK to take necessary action.  
Copy to Secretary to the Hon'ble Vice Chancellor, JNTUK.  
Copy to all Directorates of JNTUK.

  
PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.



# APPENDIX-12

## Prevention and Prohibition of Ragging

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009 available on AICTE Web-Portal [http:// www.aicte-india.org/ anti.htm](http://www.aicte-india.org/anti.htm)>download. All AICTE approved Technical Institutions have to comply with the provisions made in the above Regulations. Any violation of above AICTE Regulations for the prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per the provisions made in the above said Regulations.

The Institutions shall have to step up Anti-Ragging mechanism by way of adequate publicity through various mediums:

- Constitution of Anti-Ragging Committee and Anti Ragging Squad;
- Setting up of Anti-Ragging Cell;
- Installing of CCTV cameras at vital points;
- Anti-Ragging Workshops;
- Updating all Web sites with Nodal Officers complete details, alarm bells etc.;
- Regular interaction and counselling with the students;
- Identification of trouble-triggers;
- Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets/ Brochures shall be ensured; and
- Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled for behavior / incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline No. 1800-180-5522 (24x7 Toll Free) or e-mail: [helpline@antiragging.in](mailto:helpline@antiragging.in).

The Institution approved by AICTE may be requested to hold Workshops and Seminars on eradication of ragging in higher Educational Institutions. They may be requested to display Anti Ragging posters at all prominent places such as Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8'x6'.

The Institution may be requested to submit an online compliance of Anti-Ragging Regulations on curbing the menace of ragging in the Technical Institutions, 2009 at [www.antiragging.in](http://www.antiragging.in).

Institutions may be requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org).

Further, the attention of all the Institutions may also be invited to the Third amendment to UGC Regulations dated 29th June, 2016 expanding the definition of ragging by including the following:

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

*g/s/2024*

PRINCIPAL/DIRECTOR  
VIKAS GROUP OF INSTITUTIONS  
NUNNA - 521 212  
Vijayawada Rural, NTR Dist., A.P.





# VIKAS GROUP OF INSTITUTIONS

(Sponsored by Mother Theresa Educational Society)  
Approved by AICTE, New Delhi, PSI, New Delhi & Affiliated to JNTUK, Kakinada  
ISO 9001 : 2015 Certified  
Nunna – 521 212, Vijayawada Rural, A.P. India.  
Email: principal.9t@gmail.com

## Anti Ragging Committee

### Standard Operating Procedures

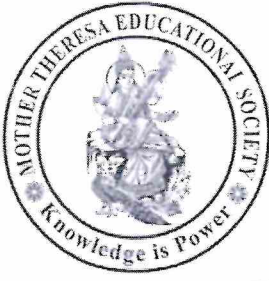
The Anti Ragging Committee in principle follows the guidelines by UGC & AICTE regulations

#### ABSTRACT OF UGC REGULATIONS ON RAGGING

1. Cancellation of Admission.
2. Suspension from attending classes with holding / withdrawing scholarship / fellowship and other benefits.
3. Debarring from appearing for any test / Examination or other evaluation process.
4. With holding results
5. Debarring from representing the Institution in any National or International Meet, Tournament, Youth Festival Etc.
6. Suspension, Expulsion from the hostel.
7. Rustication from the Institution for periods varying from 1 to 2 academic years.
8. Expulsion from the Institution and consequent debarring from admission to any other institution.
9. Fine up to Rs. 50,000/-
10. Rigorous imprisonment up to three years (by court of LAW) etc,
11. I promise that I will not indulge in Ragging or any form of violent behavior. Neither will I tolerate being ragged or subjected to violence.
12. I understand that if I am accused of Ragging, the responsibility is on me to prove that I am not guilty.
13. I will not remain a spectator to acts of Ragging. I will report the matter immediately to my Principal/Director and/or to the Anti Ragging Help line at 1800 180 5522 or email to [helpline@antiragging.in](mailto:helpline@antiragging.in).

*Principal*  
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*PSSRLOPS*  
Principal  
PRINCIPAL/DIRECTOR  
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Nunna – 521 212, Vijayawada Rural, A.P. India.

Email: principal.9t@gmail.com


Date: 09-06-2014.

## Standard Operating Procedures (SOP) of Grievances Redressal Mechanism

In pursuance of approval passed in the Governing Body meeting held on 15<sup>th</sup> April, 2014, it is decided to prepare the **Standard Operating Procedure (SOP) for Faculty & Student Grievances Redressal Mechanism.**

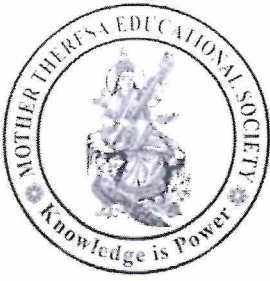
The SOP for the Faculty and Student Grievances Redressal Mechanism would serve as detailed guidelines to be observed and followed with immediate effect.

Thanking you,

  
Principal



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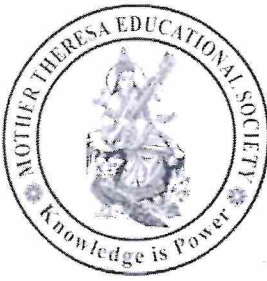
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## PREFACE

To address the grievances of the students, parents and others, as per All India Council for Technical Education (AICTE) regulations, 2012 under clause 1 of section 23 of the AICTE Act, 1987 regarding the establishment of Mechanism for Grievance Redressal in Technical Institutions, Grievance Redressal Cell (GRC) is formed in Vikas Group of Institutions. Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective Department (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. The stakeholders with genuine grievances may approach Grievance Redressal Cell to submit his/her grievances in writing, through varied channels like Complaint boxes, feedback, Meeting the Head of the Department or Principal directly, email to the Principaletc.

*MSR*

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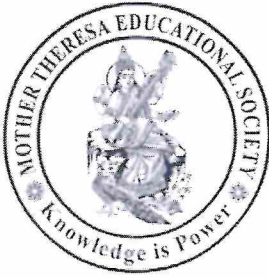
## OBJECTIVE

The objective of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Cell has been constituted for the redressal of the problems/grievances reported by the students of the College with the following objectives:

- To Uphold the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student teacher relationship etc.
- To provide the Faculty and Students access to immediate, hassle free resource to have their grievances redressed.
- To ensure that the views of grievant and respondent are respected and that any party to a grievance is not discriminated or victimized.
- To ensure a fair, impartial and consistent way for redressal of various complaints lodged by the stakeholders.
- To advise Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever rift arises.

  
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## COMPOSITION OF THE COMMITTEE

- The committee shall comprise of Principal, HODs and senior Faculty members.
- Principal of the college shall be the Chairman of the committee.
- Members of the committee shall be nominated by the Chairperson.
- The faculty representatives nominated by HODs would be forwarded to the Chairman for approval, as the members of the committee.

## SCOPE OF THE GRIEVANCES

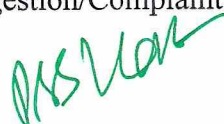
May be related to any of the following matters:

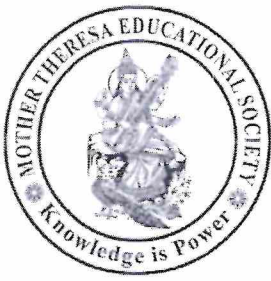
- Academic Matters – Issues related to assessment, attendance, marks, and other examination related matters etc.
- Financial Matters – Issues related to charging of fees, scholarships and payments
- Administration Matters – Issues related to infrastructure, basic amenities, sanitation, transport or victimization.
- Faculty Matters - Issues related to work load, compensation, including disciplinary actions that impact pay, such as suspension without pay, reduction in pay, or demotion, working conditions, infringement of academic freedom, and the interpretation of a rule, regulation or policy.
- Students Code of Conduct Matters - Harassment and Ragging by colleague students or teachers etc.

## GRIEVANCE RECEIVING MECHANISM

Anyone with a genuine grievance can post it, to GRC along with necessary documents. The grievance shall be reported by using any of the following modes:

- Report submission in person by approaching the Chairman of the Committee
- Through e-mail to principal.9t@gmail.com
- Dropping the grievances in the Suggestion/Complaint Boxes placed in the institute premises.

  
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- Voice out the Grievances in the Quality Circle Committee meeting at the departmental Level
- Online submission of Grievance form, through Feedbacks
- Reporting the grievance to the Students Counsellors meeting.
- Reporting Hostel Grievances (by Hostellers) through complaint Note or directly to Hostel Resident Tutor.

## INCLUSIONS

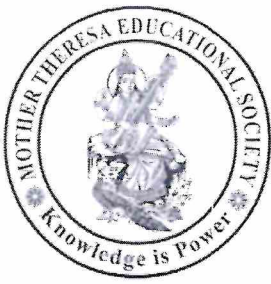
Grievances Redressal cell shall receive and redress grievances relating to the following

Issues:

- Academic issues: pertaining to teaching learning activities.
- Student-teacher, student - student relationships.
- Internal evaluation and award of internal assessment marks.
- Complaint related to library and IT services.
- Grievances related to hostel - food, water, electricity, safety, security, etc.
- Grievance related to transport facilities.
- Grievances related to selection / participation in sports and cultural activities.
- Grievances related to gender issues and harassment. However they would bespecifically (or exclusively) redressed by POSH (Prevention of Sexual Harassment)committee.
- Grievance related to ragging; however, the matter would be referred to anti-raggingcommittee for appropriate redressal.
- Grievances related to behavior of Faculty, office staff/Non-Teaching Staff.
- Grievances related to delay in issuance of records and documents from office /Department.
- The departmental level grievances are attended by the concerned class Coordinators,Mentors, Counsellors and Department Heads.

*Principal*

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- The student coordinators and department faculty coordinators of grievance redressal committee would act as facilitators to communicate and sort out the grievances at the department.
- Unresolved grievances at the departmental level are referred to the Grievance Redressal Committee of the institution, chaired by the Principal.

## EXCLUSIONS:-

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the Management, Governing body and other Administrative or Academic Committees of the institution.
- Decisions with regard to the award of scholarship, fee concessions, medals, etc.
- Decisions with regard to the work load, including disciplinary actions that impact pay, working conditions, infringement of academic freedom.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any course/s offered by the Institute.
- Decisions by the competent (University / Institute) authority on assessment and examination results.

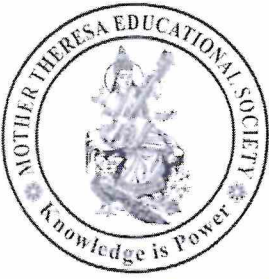
## GRIEVANCE REDRESSAL MECHANISM

### Minor Issues:

- Collection of grievances through various modes such as in person, email, suggestion box, online Grievances form, Feedback, Quality Circle Committee meeting, counselors meet, Class advisors and Head of the Departments.
- Analyze the issue with the committee members and Concerned Persons.
- Identifying alternate course of actions and Finding the best feasible solution to address grievance.
- Report submitted to Principal.
- Implementing the solution to resolve the grievance.

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- Collecting feedback from the person concerned, relating to grievance redressal.
- A meeting is conducted periodically to discuss the posted issues and effectiveness of feasible solutions in resolving the posted grievances. However, based on the severity of the problems, meetings would be conducted immediately to solve the problem.

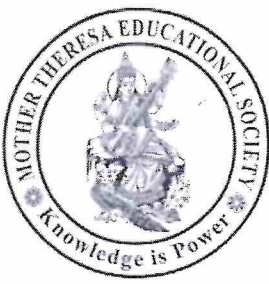
## Major Issues:

- After the receipt of the posted grievance from the aggrieved, the Chairman of GRC shall fix the date, time and venue of the meeting after having a discussion with the members.
- The meeting shall be scheduled within seven days from the date of the notice.
- All relevant papers shall be circulated as hard / soft copy to all the members on or before the date of the meeting.
- After fixing of the date of the meeting, a hard copy of the notice must be sent to the applicant (aggrieved) to be present in the meeting.
- The aggrieved should convey his or her grievances before the Committee during the meeting and the acknowledgement for having addressed the grievance would be placed on record.
- In case of a minor student (applicant), the student may be accompanied by his or her natural / legal guardian (either father or mother). No other external person shall be allowed other than the aggrieved and Guardian, to the meeting.
- The Committee members should deliberate upon the case in light of the posted grievance of the applicant and the rules to be adhered in the institute. The brief facts, evidences and final recommendations by the Committee members should be recorded in the exclusive minutes of the meeting.
- The minutes should be circulated to all the members of the Grievance redressal Committee for their signatures.
- The decision of the Grievance Redressal Committee should be communicated in writing to the applicant (aggrieved) at the earliest.

## SCRUTINY

Grievance Redressal Committee would make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the

  
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respective department/individual, then it will intimate the same to the grievant. Once the grievant indicates acceptance of the resolution at this level, then the matter would be deemed as closed.

## APPEAL

- The applicant shall have the right to file an appeal to the Ombudsperson within 15 days from the date of the written communication of recommendations of the committee.
- The applicant shall send written communication to the college conveying his desire to file an appeal to the Ombudsperson. The college shall place the appeal along with all relevant material before the Ombudsperson and inform the applicant accordingly. The Ombudsperson shall within a reasonable time decide the appeal. Final decision would be communicated to the applicant by the college.

## ORGANIZATION WIDE AWARENESS

Awareness among stakeholders is created by

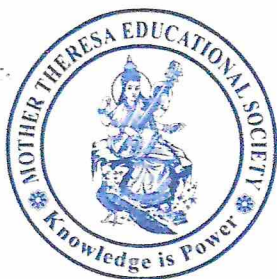
- Organizing awareness programs twice in every year (One in each Semester)
- Displaying the grievance registration / receiving / Posting mechanism on
- Notice Boards
- Posters in prominent places of the campus
- Departmental Level Meetings

**In view of the above, Vikas Group of Institutions, Vijayawada aims at:**

- Promoting cordial Student-Student relationship and Student Teacher relationship.
- Ensuring hassle free resource to have the students' grievances redressed appropriately.
- Assuring a fair, impartial and consistent way for redressal of Grievances lodged by the stakeholders. Advising Students of the College to respect the right and dignity of one another.

Principal

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## INTERNAL COMPLAINTS COMMITTEE Standard Operating Procedure

### Objectives

The Internal Complaints Committee is a statutory body introduced with the key objective of prevention, prohibition and Redressal

1. To create gender sensitization among all categories of employees and students through posters, stickers and other audio visual media and by conducting various activities.
2. Sexual harassment of women employees and students within the college.

### Who can complain?

- The complainant
- Any other person who has the knowledge of the incident with the consent of the complainant like friends, relatives and co workers

### What should the complaint contain?

- The written complaint should contain a description of each incident(s), with relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties.
- The complaint SHOULD NOT be anonymous.

### When can the complainant complain?

The complaint to the Internal Complaints Committee (ICC) need to be submitted **within 3 months** of the incident occurred.

### Where can the complainant complain?

- To the Principal/Director
- To Head of the Department / Dean
- In-charge Internal Complaints committee (ICC)

  
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- From the college Website

## Functions

The main functions of the committee are as follows:

- Counseling services for complainants
- Sensitization / Awareness programs for prevention of sexual harassment at the workplace
- Grievance Redressal of sexual harassment

## Constitution of the Committee

It is constituted by 10 members:

- Chairman
- Member convener
- Senior counseling member
- 5 Faculty Members
- 2 student representatives

## Working of the committee

- It organizes training programs / workshops for college staff and students to sensitize them and ensure knowledge and awareness of rights, entitlements and responsibilities enshrined in the act.
- It creates awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment
- The ICC of the college is prominently displayed on the website of the college with the names of the committee members.
- The committee works towards providing Grievance Redressal of sexual harassment case filed by any employee/ student of the college against a male colleague/ teacher/ student.
- It is active on the social media for a wider reach among the students and staff with its purpose and functions prominently displayed.

{\*Reference: The Gazette of India, MHRD (UGC Notification) Notification, 2<sup>nd</sup> May, 2016}

  
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## Documents maintained by the Committee

- SOP
- Annual Report of the Committee
- Activity banners / posters
- Files of ICC cases
- Copy of The Gazette of India, MHRD (UGC Notification) Notification, 2<sup>nd</sup> May, 2016

  
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