



SANSKRITHI SCHOOL OF BUSINESS

Approved by AICTE, New Delhi. Affiliated to JNTUA, Anantapur.

Beedupalli Road, Prasanthigram, Puttaparthi, Sri Sathya Sai District – 515 134

5.1.4 Grievances Policy Zero Tolerance



डॉ. राजीव कुमार

हस्त हस्ता

Prof. Rajive Kumar

Member Secretary



अखिल भारतीय तकनीकी शिक्षा परिषद्

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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Govt. of India)

Ministry of Human Resource Development, Govt. of India

Human Resource Development, Govt. of India

Phone 011-26111487

E-mail: aicte@nic.ni

F.No.: 1-101/PCRC/AICTE/Regulation/2020

Dated: 03/12/2020

Subject: Regarding appointment of Ombudsperson for resolving grievance of students in AICTE approved Institutions - reg.

Dear Sirs/Madams,

Please find attached a letter No. CG-11/2020/31364 dated 27.10.2020 received from Assistant Registrar (Colleges), Kurukshetra University requesting to all Technical Colleges/Institutes to constitute Student Grievance Redressal Committee (SGRC) in their respective College/Institute and further to hear and decide the appeals of student(s) against the decision(s) of the Student Grievance Redressal Committee (SGRC), the Kurukshetra University has also appointed Dean Students' Welfare, KU Kurukshetra as the Ombudsperson.

As per All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 which is published in official Gazette of India on 19.11.2019, under clause 6 of the Regulations:

- Each affiliating University, Technical University, Private University, Deemed to be University shall appoint Ombudsperson for redressal of grievances of students under the UGC (Redress of Grievances of Students) Regulations, 2019
- There shall be one or more part time functionaries designated as Ombudsperson to hear, and decide on, appeals preferred against the decisions of the SGRCs
- For institutions which are offering diploma level course(s) and are affiliated to Board of Technical Education (BTE), the concerned Directorate of Technical Education (DTE) shall appoint an Ombudsperson for redressal of grievances of

- The State Government, in the case of an Ombudsperson of a State, and the Council (for Council appointed Ombudsperson), may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour as defined under these Regulations
- No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person not below the rank of judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

All AICTE approved Technical Colleges/Institutes has already been requested to constitute Student Grievance Redressal Committee (SGRC) in their respective College/Institute as per AICTE (Redressal of Grievance of Students) Regulations, 2019 (copy of letter dated 02.12.2019 is enclosed), and further to hear and decide the appeals of student(s) against the decision(s) of the Student Grievance Redressal Committee (SGRC), each affiliating University, Technical University, Private University, Deemed to be University shall appoint Ombudsperson as per University Grants Commission (Redress of Grievances of Students) Regulations, 2019. University Grants Commission has already been requested in this regard (copy of letter dated 07.12.2019 is enclosed).

In view of above, all affiliating University, Technical University, Private University, Deemed to be University is hereby requested to appoint OMBUDSPERSON in their respective university for redressal of grievance of students and inform the AICTE.

This may kindly be treated as Most Urgent.

Yours faithfully,

Member Secretary, AICTE

To

All AICTE approved Institutions affiliating University,
Technical University, Private University,
Deemed to be University etc.

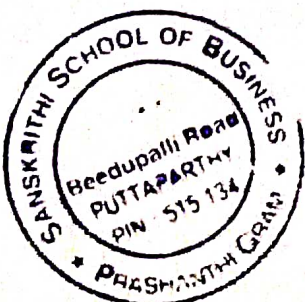
Copy to:

The Secretary,

DR. Belakrishna

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DISCIPLINARY CONTROL RULES

College aims to provide an environment where there are no barriers to student success and progression. If a student's behavior prevents others from feeling safe, secure, respected and able to learn effectively then this may result in disciplinary action. The purpose of this policy is to ensure that all instances of student misconduct are dealt with fairly and consistently and provide a clear procedure to guide both staff and students.

Anti - Ragging Committee

Ragging is prohibited under the ANDHRA PRADESH PROHIBITION OF RAGGING ACT, 1997 and it is also punishable under various provisions of the Indian Penal Code, 1860. The Regulators of higher education like UGC and AICTE have also noted promptly by making the necessary Rules and Regulations to curb the menace of ragging in all the educational institutions.

Its body at Institutional level has to establish measures for Prohibiting, Preventing and Punishing Activities of Ragging menace within and outside the campus in accordance with UGC Regulations, Supreme Court Directives and State Act. It is responsible for taking against those found guilty of ragging and or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

Composition of Anti-Ragging Committee

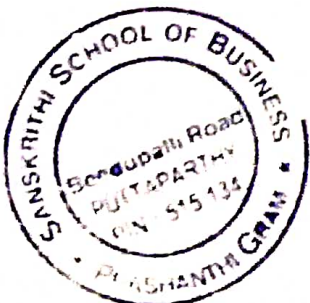
The College has constituted a Committee as the Anti-Ragging Committee headed by the Head of the Institution, and a diverse mix of faculty, senior students and non-teaching staff to avoid any form of conflict that could take the ugly form of ragging.

Functions of Anti-Ragging Committee

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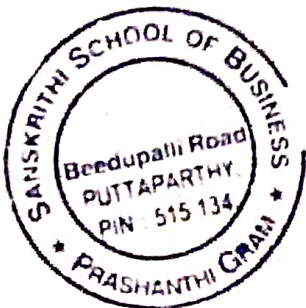
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1. To ensure compliance with the provision of these regulations and any law for the time being in force concerning ragging and to deal and act promptly with the incidents of ragging brought to its notice.
2. To keep tabs on the happening of events related to, in Campus or Off-campus or other designed places in the premises
3. To conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.
4. To monitor and observe in the functions and performance of the Anti-Ragging committee in prevention and curbing or ragging in the institution.
5. To conduct an on the spot enquiry into any incident of ragging referred to it by the Head of the Institution or any member of the Faculty or any member of the Staff or any student or any parent or guardian or any employee of a service provider or any other person, as the case may be: and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clauses (a) of Regulation 9.1 of UGC.
6. Also to monitor the welfare of fresh students outside the campus.
7. To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents of, and having the potential of ragging and shall be empowered to inspect such places.

Administrative Action in the event of Ragging

The Institution shall punish the student found guilty of ragging after following the procedure and in the manner prescribed herein under:

1. The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Committee.



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2. The Anti-Ragging Committee depending on the nature and gravity of the guilt will followup the punishment based on the committee's decision.
3. Further the Institution can refer to the Affiliating University to act according to the UGC Regulations and State Act on curbing the menace of ragging

Punishments

- As per the Supreme Court judgment on ragging in the Colleges, the following actions will be taken on those students who indulge in ragging
Withholding of scholarships, fellowships & results
- Debarring from representation in events and appearing for tests/examinations and also consequent admission to any other institution
- Withdrawing benefits like travel concessions and campus selections
- Suspension or expulsion from hostel or mess and also attending classes
- Cancellation of admission or rustication from the Institution
- Registration of FIR against the accused and Prosecution under the Indian Penal Code, 1860.

Anti-Sexual Harassment Cell

As per the Supreme Court Judgment and guidelines issued in the year 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging in colleges and universities. Keeping the above guidelines in mind the institution has constituted a Committee against Sexual Harassment.

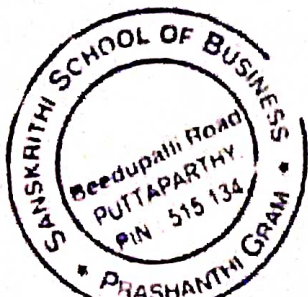
Vision

To provide congenial environment of gender equality and against sexual harassment for the well-being of the staff and students.

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Mission

- To promote awareness among students about gender justice and harmonious coexistence through campaigns and other awareness programs.
- To constitute panel / committee for redressal of grievances relating to sexual harassment.

Objectives

- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To work out details for the implementation these policies.
- To prepare a detailed plan of actions, both short and long term
- To organize gender sensitization awareness program.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized

The cell considers sexual harassment to include unwelcome sexually determined behavior whether directly or by implication such as

- A demand or request for sexual favours.
- Sexually coloured remarks.
- Showing of pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following issues also come under the purview of the committee

- Eve-teasing
- Unsavory remarks.
- Jokes causing or likely to cause discomfort or embarrassment.
- Gender-based insults or sexist remarks.

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- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body and the like.
- Displaying of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy.

Grievances and Redressal Mechanism

The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The Cell ensures effective solution to the grievances, using a fair approach.

The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

Objectives

1. To develop an organizational framework to resolve grievances of the students and other stakeholders.
2. To ensure effective solution to the stakeholders' grievances with an impartial and fair approach
 - To investigate the reason of dissatisfaction.
 - To enlighten the students on their duties and responsibilities.

Grievance and Redressal Cell Composition

- Principal
- Vice-Principal

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- Grievance and Redressal Coordinator
- Member
- Member
- Non-teaching Staff Member
- Students
-

Functions of the Grievance and Redressal Cell

1. Provides information about the Cell's objectives and mode of operation through the website and handbook.
2. Informs students of the process for registering of grievances in the Induction Programs.
3. Acknowledges and Analyzes the grievances.
4. Seeks a solution through decision-making process
5. Reports the grievances and records how they were redressed.
6. The procedures made known through the Hand-book, given to each student at the beginning of every academic year, and also in the Value Education classes taken by the Class-in Charge teachers.

Procedures

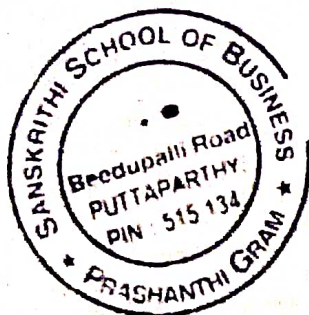
The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

- Academic issues pertaining to teaching, learning and evaluation activities.
- Student-teacher, student-student grievances
- Grievances related to library, canteen and IT services.
- Grievances related to sports, cultural
- Grievances related to behavior of stakeholders

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1. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion boxes provided in each floor of the building.
2. Department level counseling is offered where the matter can be resolved
3. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level.
4. For other grievances that require review shall be redressed by receiving written and signed application.
5. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.

Redressal of Grievances

The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved

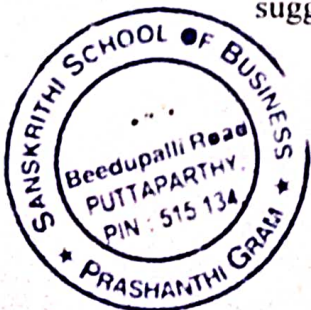
is informed of the measures taken. Checks in the system are introduced to ensure there is norepetition of the same complaint.

All the grievances concerning to women harassment and ragging shall be dealt by the respectivecommittees as per the prescribed procedures.

Internal Complaints Committee

- Both formal and informal feedback are collected from students, and utilized in improving student experience in the institution in several ways.
- Student feedback on teachers is collected semester wise and teachers are given a consolidated report of the same. Teachers also collect feedback on classes informally
- Services which included seeking suggestions. The complaints and suggestions are forwardedto the Principal for suitable action and many corrective measures will be taken wherever possible.
- Students may drop their feedback, problems or grievances in the general suggestion box and the concerned authorities aid in resolving the issue.

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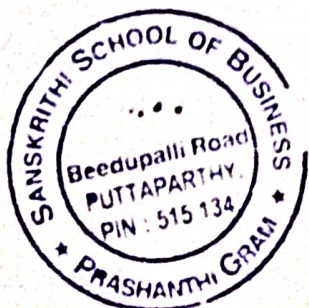
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- College has a separate examination grievance redressal cell, a malpractice committee, an admission grievance cell, an anti-sexual-harassment cell and an anti ragging cell. The details of the committee members are available on the website and college handbook.
- The student grievance redressal cell has been functioning for several years. Faculty members of the cell.
- Students can express their grievance in writing to the members who convene a meeting to address the issue. A complaint box is kept to receive grievances, if any.
- Students also meet their mentors and counselors and get their problems addressed, separately first and then together, if required.
- When student feedback was collected on campus services, the complaints appeared to be related to infrastructure constraints and some related to the library, which have been attended to.
- A limitation to this mechanism is that the requirement of providing complaints in writing often discourages students from following up. Therefore the problem is better addressed by mentors, discipline committee convenor and senior faculty. If serious issues are identified, the concerned teacher or other persons involved are informed along with the Principal.
- The team of counsellors on campus helps and supports our students. Their conversations, issues and feedback are kept anonymous and needful is done to resolve the issues.

Powers of the committee

1. The committee shall have the power to summon witnesses and call for documents or any information from any student
2. If the committee has the reason to believe that a student is capable of furnishing relevant documents of information if it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the committee shall have the power to direct the same in writing to be produced.
4. The committee shall have the power to recommend the action to be taken against any person found guilty

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- Sexually harassing the complainant
- Retaliating against/victimizing the complainant or any other person before it and
- Making false charges of sexual harassment against the accused person.

Functions Of The Committee Preventive Steps.

- To facilitate a safe environment that is free of sexual harassment
- To provide behaviors that creates an atmosphere that ensures gender equality and equal opportunities

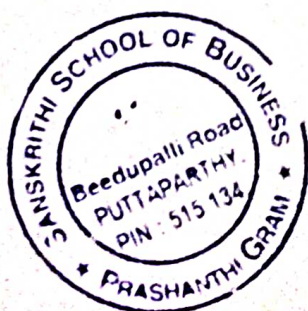
Remedial steps

- To ensure that the mechanism for registering complaints is safe, accessible and sensitive
- To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims and take action against the harasser, if necessary
- To make arrangements for appropriate psychological, emotional and physical support in the form of counseling, security and other assistance to the victim if so desires

Procedure to be followed by the committee

- The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
- The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
- The Committee shall direct the accused students to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
- Each party shall be provided with a copy of the written statement(s) submitted by the other.
- The party against whom the document / witness is produced shall be entitled

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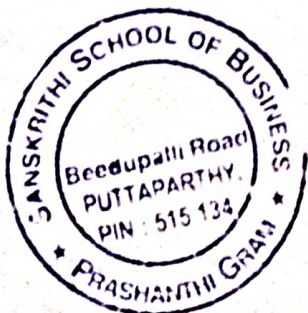
to challenge

- / cross-examine the same.
- The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
- Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
- The Committee shall make all Endeavours to complete its proceedings within a period of seven (7) days from the date of receipt of complaint.
- The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
- If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-
 - Warning
 - Written Apology
 - Bond of good behavior
 - Adverse remarks in the confidential report
 - Suspension
 - Dismissal
 - Any other relevant mechanism
- If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the

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Committee shall report the same in writing, to the Principal, with reasons and with recommendations of the action to be taken against such person.

- If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

Student Related Issues

Students who join SANSKRITHI SCHOOL OF BUSINESS shall follow certain disciplinary rules of conduct. The Code of Conduct of the students are made known through the College Website, hand book and on various platforms.

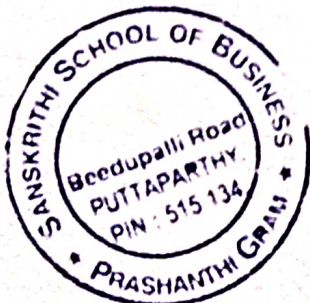
It shall be the responsibility of the students

1. To read, become familiar with and adhere to this Code and any amendment brought to this Code.
1. To behave and conduct themselves in the Institution Campus, hostels and premises in dignified and courteous manner and show due respect to the authorities, teachers and employees.
2. The students should behave politely and respectfully. They should abide by the rules and regulations stipulated by the College, from time to time.
3. Attendance is taken every period and also subject-wise. The students are expected to have a minimum of 75% attendance. On medical grounds, on the specific recommendations of the Principal, the Vice Chancellor may condone the deficiency in attendance to the extent of 10%, subject to the submission of medical certificates and payment of condonation fee. The students shall follow the rules of UGC and J.N.T.U University, Anantapur, with regard to attendance, examinations and promotions.
4. Attendance is taken in all the classes for all subjects and absentee names are recorded. Parents are informed regularly about their ward's absence through SMS.
5. Students on leave should submit a leave letter to the class In-charge lecturer, duly signed by parent and Principal.

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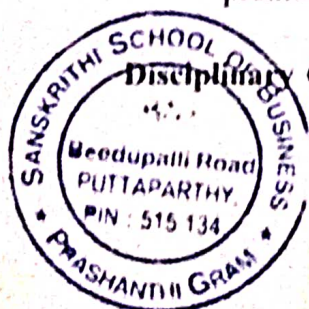
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6. Students should be regular, punctual to the classes, attend seminars and other academic activities.
7. The students are expected to safeguard the property of the college.
8. It is the responsibility of the students to take care of their belongings. The college is not responsible for any loss of valuables.
9. The students are expected to carry their Identity Card all the time and they should be ready to produce it at any time, when required by the college authorities
10. Any kind of demonstration that restricts the freedom of the members of the college or disrupts any activity in the college is forbidden. Groups of any kind that disturbs the harmony is not permitted.
11. The Student should make optimum use of the learning resources and other support services available in the institution.
12. Students are expected to wear uniform of the college.
13. Students are not permitted to use mobile phones in the Examination Halls, etc.
14. Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institution and Campus.
15. No one shall get, distribute or circulate unauthorized notices, pamphlets, leaflet, etc. within the Campus. The possession, distribution or exhibition of any item by any means which is obscene, is prohibited within the Campus or on any property owned/ managed by the Institution
16. No student shall collect money, either by force or by request, from anyone on the campus. Rash or negligent driving of vehicles in the Campus premises is prohibited.
17. No student shall enter or leave the classroom when the session is on, without the permission of the teacher.
18. Any case of criminal activity or violation of law and order in the Campus will be reported to the police.
19. Students shall use only the waste bins for dispensing dry and wet waste materials within the Campus including classrooms, hostels, offices and canteen.
20. Any conduct which leads to lowering of the esteem of the Institution is prohibited.

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Any student exhibiting prohibited behavior mentioned in this code shall be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or mal practice in connection with

examinations, in the opinion of the authorities will be removed from the rolls. Committee Annuity Committee Grievance and Redressal Cell shall make an enquiry and want the report to the Disciplinary committee. . The Principal shall decide the action to be taken.

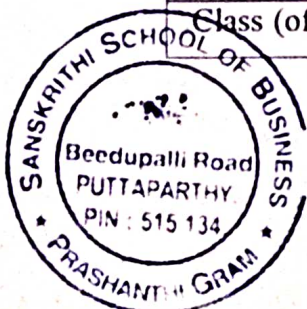
1. **Minor Sanctions** - Tendering Apology: The student engaged in any prohibited behavior may be asked to tender an apology for her act, undertaking that she shall not indulge in such or any of the prohibited behavior, in future.
2. **Major Sanctions**

Suspension: A student may be suspended from the Institution for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose her attendance for the suspended period.

Expulsion: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institution. Such a student will not be eligible for readmission in the Institution.

COMPLAINT FORM

Name	
Class	
Victim (in case of 3 rd party reporting the complaint)	
Contact Number	
Mail ID	
Accuser	
Class (of accuser)	



Dr. Balakrishna

PRINCIPAL

Sanskriti School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.



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Compliant	
Time	
Date	
Signature	

ESTABLISHMENT OF ANTI RAGGING COMMITTEE

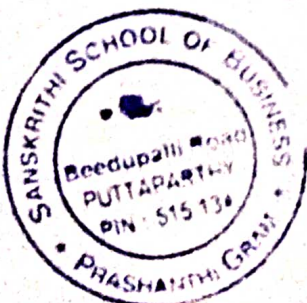
Anti-ragging committee has been established aiming to eradicate ragging in campus. These committee members are revised annually and details of the members are shared with the students. Following measure is taken to prevent ragging in the campus.

- The directions of the Supreme Court and the direction of the Government of Andhra Pradesh with reference to prevention and prohibition of ragging have been included in the Code of conduct/guidelines shared with the students during admissions and also displayed in college website www.sanskritibschool.com
- As per F.No.37-3/Legal/AICTE/2009: and as per the UGC guidelines, Anti Ragging Committee has been created aiming at create awareness against ragging and to prevent any ill incidents taking place in the campus. This committee consists of Principal, Vice Principal, Head of the Department, Circle Inspector and 2 faculty members.
- Anti-ragging squad conducts surprise visits to hostels and college premises
- Students are informed that they will be rusticated if indulged in ragging.
- High level security and surveillance is available in the campus, CCTVs are fixed in all the areas and monitored 24/7.
- Each student is allotted to a mentor to discuss academics and personal issues if any. Constant interaction between student mentee and faculty mentor has given good results for our campus.

Anti-ragging Committee members

- | | |
|---|------------------------------------|
| ❖ Dr. M Bala Koteswari - | Principal, Chairperson |
| ❖ Mr. Bala subaramaniyam- | Circle Inspector of Police, Member |
| ❖ Dr. T.Venkatesan, Vice Principal | Member |
| ❖ Mrs.E.Prashanthi, HoD, | Member |
| ❖ Dr.D.Rajeshbabu, Assistant Professor, | Member |
| ❖ Ms.D.Pranava Sree, Assistant Professor, | Member |
| ❖ Mrs.K A Nilofur, Assistant Professor, | Member |
| ❖ Mr. V Rangantham | Member |

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- ❖ Ms. Haripriya,
- ❖ Ms. K C Meghana ,

1st year MBA Student Representative






2nd year MBA Student Representative

SANSKRITHI SCHOOL OF BUSINESS
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Online Awareness program on DISHA APP
organized by
SSB Women Empowerment Cell

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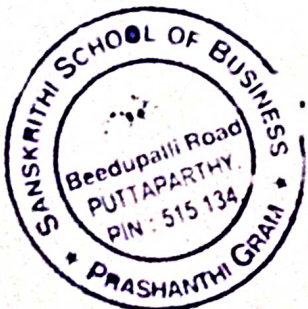
Speaker: Ms.S.Bhavya Kishore , DSP,Kadiri
Date: July, 09, 2021
Time: 04:00 to 05:00 PM

Affiliated & Recognised by:     

Dr. Balakrishna

PRINCIPAL

Sanskriti School of Business,
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Awareness programme on DISHA app

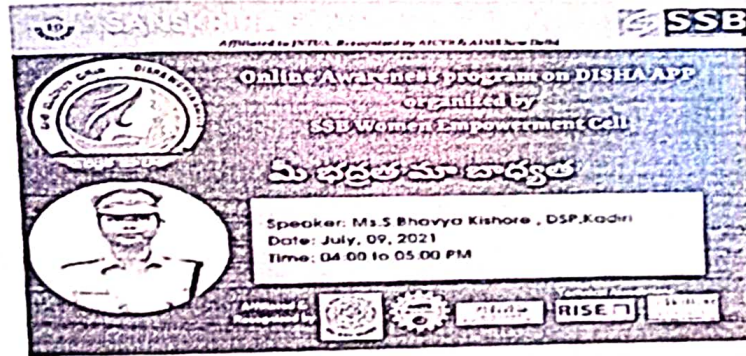
Objective: In line with the Government's initiative of creating a safe and secure environment for the girl students and women at large in our State, we conducted an awareness programme under the aegis of Coordinator, Women Empowerment Cell of Sanskrithi school of Business, Puttaparthi on the DISHA app.

We motivated all the girl students and women staff members of your institution to download the DISHA app

Date: 09-07-2021

Timings: 4.00 Pm to 5.00 Pm

Participants: SSB I & II Year Girl Students & Lady Staff



Platform: SSB S.P.I.C.E.S is inviting you to a scheduled Zoom meeting

Topic: Online Awareness Program on "DISHA APP" Speaker Ms. Bhavya Kishore, DSP-Kadiri
Organized by SSB Women Empowerment Cell Sanskrithi School of Business - Puttaparthi

Date: Jul 9, 2021

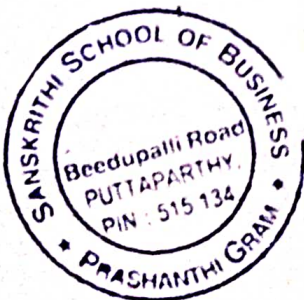
Time: 04 00 PM to 05 00 PM India

Join Zoom Meeting

<https://zoom.us/j/96358798250?pwd=d2d1K0d6OERGc01wczRSbmI6cGFCQT09>

Meeting ID: 963 5879 8250

Passcode: DISHA@SSB



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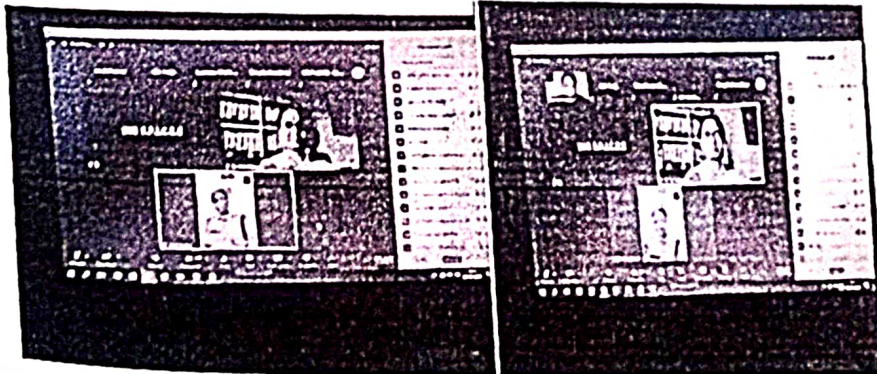
Beedupalli Road, Prasanthigram, Puttaparthi, Sri Sathya Sai District – 515 134



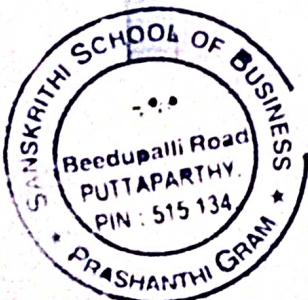
Online Awareness program on DISHA APP organized by SSB Women Empowerment Cell on July 09, 2021

4:30 PM to 4:34 PM	Inaugural - Welcome Address By Dr. A.SENTHIL KUMAR Principal, Sanskriti School of Engineering
4:34 PM to 4:46 PM	Guest Introduction By Dr.M.Bala koteswari Dean Academics & Principal, Sanskriti School of Business
4:46 PM to 4:50 PM	DISHA APP Awareness Video
4:50 PM to 4:55 PM	DISHA APP Awareness Speech by Ms.S.Bhavya Kishore, DSP,Kadiri
4:55 PM to 4:58 PM	Vote of thanks By Mrs.E.Prasanthi Associate Professor, Sanskriti School of Business
4:58 PM to 5:00 PM	National Anthem

Sanskriti Group of Institutions, Women Empowerment Cell organised "DISHA APP Awareness program" for Girl students. S.Bhavya Kishore, DSP Kadiri was the chief Guest. Dr.Senthil Kumar, Principal, SSE delivered the welcome address. Dr. Bala Koteswari introduced the Guest. Prof.Prasanthi, Coordinator of Women Empowerment Cell gave guidelines to the students to download the DISHA App in their mobiles. Session concluded with National Anthem



Dr. Bala Koteswari



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ESTABLISHMENT OF ONLINE GRIEVANCE REDRESSAL MECHANISM

Grievance redressal cell

Establishment:

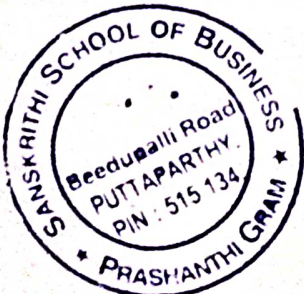
The institute has set up a Grievance Redressal Committee to look into the grievance of the students, faculty members and staff members. The cell consists of senior members of faculty, closely interacts with all the students, faculty members and staff members, and thus facilitates effective redressal of grievances of any kind. As the supervision is highly transparent and the communication flows freely at a faster pace, hardly any grievance in the campus is shorted out immediately. The Grievance can be registered online through the following link

<https://www.sanskritibschool.com/grievance-redressal-cell/>

Institution has a transparent mechanism for timely redressal of student's grievances. Grievance redressal cell has been established with the objective of addressing student grievances including sexual harassment. This cell has a committee constituting Principal, Vice principal, HOD and 1 senior faculty member male and one female in order to handle sensitive issues if any. Committee members are revised once with the commencement of new academic year and meeting minutes are filed. Institute website has designated tab mentioned as student grievance cell.

MECHANISM:

1. Awareness is created by publicizing about these committees
Among the staff and students by displaying the details of members and the contact points in the institutes web portal, notice boards of various departments.
2. Separate icons are created in the institute's web portal for
Faculty, non-teaching staff and students.
3. Any student, faculty member or non-teaching staff member
Has to register by seeking access through their respective icons/ access points through their official email ids. They will be permitted to upload their grievances in the portal only after successful verification of their details and confirmation of authenticity there on.
4. Normally, after the approval of the grievance, the concerned
Student/ faculty/non-teaching staff will be intimated about the consideration of their grievance and the probable time that may take to address the same.



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The resolutions of the committee with respect to any grievance will be recorded and the intimation given to the concerned person in this regard will also be recorded.

ESTABLISHMENT OF GRIEVANCE REDRESSAL COMMITTEE IN THE INSTITUTION AND APPOINTMENT OF OMBUDSMAN BY THE UNIVERSITY.

Grievance Redressal Committee in the Institution is established as per All India Council for Technical Education Redressal of Grievance of Students Regulation, 2019 vide F. No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019) * All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 vide F.No.1-103/ AICTE/PGRC/ Regulation/2021dated 25.03.2021.

GRIEVANCE REDRESSAL COMMITTEE FOR FACULTY

- | | |
|--------------------------|-----------------------------|
| 1. Dr.M. BalaKoteswari | Principal, Chairperson |
| 2. Dr. T.Venkatesan, | Member |
| 3. Dr.D Rajesh Babu | Member |
| 4. Mrs.E.Prashanthi,HOD, | Member |
| 5. Dr. B Durga Prasad, | Member (University Nominee) |

GRIEVANCE REDRESSAL COMMITTEE FOR STUDENTS

- | | |
|--|------------------------|
| 1. Dr.M. BalaKoteswari, | Principal, Chairperson |
| 2. Dr.T.Venkatesan, Vice Principal, | Member |
| 3. Dr.D. Rajesh Babu, | Member |
| 4. Mrs.E.Prashanthi,HoD, | Member |
| 5. Ms. HariPriya, 1 st year | MBA student |
| 6. Ms. Sai Sandhya, 2 nd year | MBA student |



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