



# SITAM



## SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Near RTO Office, Gajularega, Vizianagaram-535003, Andhra Pradesh, India

**Accredited by "NAAC", Approved by AICTE, New Delhi**

(Permanently Affiliated to JNTUGV, Vizianagaram, Recognized by SBTET, Government of A.P)  
Email: principal@sitam.co.in, Website: www.sitam.co.in, Face Book: /Sitam.Sgvp, Instagram:/sitamvzm  
Telephone No:9676788811, 8978812341/2

EAMCET CODE: SGVP

JNTUGV CODE: B6

SBTET CODE: 649

### GRIEVANCE REDRESSAL CELL

The Grievance Redressal Committee (GRC) headed by a senior faculty member of the college comprises of senior faculty members from various departments and Non-teaching staff members.

#### Functions of GRC

1. Redressal of Student's Grievances by conducting a thorough enquiry on the complaints received from the aggrieved Students / Staff.
2. Co-ordinate between students and department to redress their grievances.
3. Ensure effective solution to the stakeholders in an impartial and fair approach.

#### Redressal Mechanism

1. A Student / Staff shall first present his/her complaint orally/in writing to the concerned Head of Department. The HOD is required to address/solve the issue within 7 working days.
2. If the aggrieved member is not satisfied with the outcome or if his/her complaint was not addressed within the stipulated time, he/she can approach the GRC.
3. If the aggrieved member is not satisfied with the outcome from GRC or if his/her complaint was not addressed within 10 working days by GRC, he/she can approach the Ombudsman.

#### Reporting Mechanism

1. Grievances can be reported through direct approach or through the online reporting form available in the college website.
2. The Grievances can be reported through the Drop boxes kept in the department.
3. Grievances with proper contact information can be sent by email to principal@sitam.co.in

SPQC, IQAC  
Satya Institute of Technology  
and Management  
Vizianagaram-535002 (A.P)



Principal  
Satya Institute of Technology And Management  
Gajularega, Vizianagaram-535002



# SITAM



EAMCET CODE: SGVP

SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
ACCREDITED BY NAAC, APPROVED BY AICTE, NEW DELHI,  
(PERMANENTLY AFFILIATED TO JNTUK, RECOGNISED BY SSTE, GOVERNMENT OF A.P.)

JNTUK CODE: B6

## Grievance Registration

Students and staff are hereby informed that an online Grievance Registration System is in place in SITAM. All the concerned are advised to use this to register Grievances and/or suggestions and/or constructive criticism.

The QR Code shown may be scanned to access the Grievance Registration Form or alternatively, the form available at

<http://bit.ly/SITAM-Grievances>

may be used to register their concerns. All the concerned are once again assured that their identity will be kept strictly confidential and the information will be used only for the purpose of improving the system and the ambience.



  
SPOC IQAC

  
PRINCIPAL

  
DIRECTOR

SPOC, IQAC  
SITAM, GAJULAREGA  
VIZIANAGARAM, A.P.

Dr. D.V.Rama Murthy  
Principal  
SATYA INSTITUTE OF  
TECHNOLOGY AND MANAGEMENT  
Vizianagaram

Satya Institute of Technology & Management  
Gajularega, Vizianagaram

SPOC IQAC  
Satya Institute of Technology  
and Management  
Vizianagaram-535002 (A.P)



  
Principal  
Satya Institute of Technology And Management  
Gajularega, Vizianagaram-535002

NEAR RTO OFFICE, GAJULAREGA, VIZIANAGARAM - 535003, ANDHRA PRADESH  
☎ 96767 88811/55, 08922-234775/9

FOLLOW US ON  
f /Sitam.Sgvp @/sitamvzm

MAIL US ON  
✉ sitam@sitam.co.in, principal@sitam.co.in

VISIT US ON  
www.sitam.co.in



# SITAM



**SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

EAMCET CODE: SGVP ACCREDITED BY NAAC, RECOGNISED UNDER 2(F) AND 12 (B) OF UGC APPROVED BY AICTE, NEW DELHI. JNTU - GV CODE: B6  
PERMANENTLY AFFILIATED TO JNTU-GV, RECOGNISED BY SETET, GOVERNMENT OF A.P.

## FACULTY GRIEVANCE REDRESSAL COMMITTEE

As per AICTE REGULATIONS 2021 VIDE F.NO:1101/PGRC/AICTE/ regulation /2021 dated 15/09/2021 for establishment of student grievance redressal mechanism for all AICTE approved technical institutions. The Faculty grievance redressal committee is reconstituted with the following persons in SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT.

S.NO	NAME	DESIGNATION	REPRESENTATIVE	MOBILE NO
1	Dr. MAJI SASHIBHUSHANA RAO	DIRECTOR	CHAIRMAN	9885219988
2	Dr. D.V RAMA MURTHY	PRINCIPAL	MEMBER	9912006991
3	SMT.CH.VENKATALAKSHMI	VICE PRINCIPAL-ACADAMICS	MEMBER	9912006991
4	Dr. T.D.V.A. NAIDU	VICE PRINCIPAL -ADMIN	MEMBER	9177912348
5	Dr. K. SREELATHA	HOD(H&BS)	MEMBER	91826548453
6	Dr. P. RAVIKISHORE	HOD (CIVIL)	MEMBER	9703894030
7	Dr. G.VENUMADHAVA RAO	HOD(CSE)	MEMBER	9177709179
8	Mr. Y. SANTHOSH	HOD(EEE)	MEMBER	9553649439

  
SPOC IQAC  
Satya Institute of Technology  
and Management  
Vizianagaram-535002 (A.P.)

  
PRINCIPAL  
Principal  
Satya Institute of Technology And Man-  
Gajularega, Vizianagaram

  
DIRECTOR  
Satya Institute of Technology and Management  
VIZIANAGARAM

NEAR RTO OFFICE, GAJULAREGA, VIZIANAGARAM - 535003, ANDHRA PRADESH, INDIA

☎ 96767 88811/55, 08922-234775/9



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## **Zero Tolerance - Reporting Options for Ragging Victims**

### **SITAM – (STUDENT'S INTERACTION THROUGH AWARENESS AND MENTORING)**

1) To effectively combat ragging in our college, we have strategically installed surveillance cameras in key locations prone to such incidents. These cameras continuously monitor areas where ragging is most likely to occur, serving as both a deterrent and a tool for accountability. The visible presence of these cameras discourages potential bullies by creating a sense of being observed at all times.

In the event of a reported incident, the recorded footage provides critical evidence to identify those responsible and ensures prompt corrective action. This initiative not only fosters a secure and inclusive environment but also upholds the principles of mutual respect and harmony within the college community.

By leveraging technology in this way, we aim to establish our college as a place where students can thrive academically and personally, free from fear or intimidation. Our commitment to safety and a positive atmosphere ensures that everyone feels valued and protected as they pursue their educational and personal growth.

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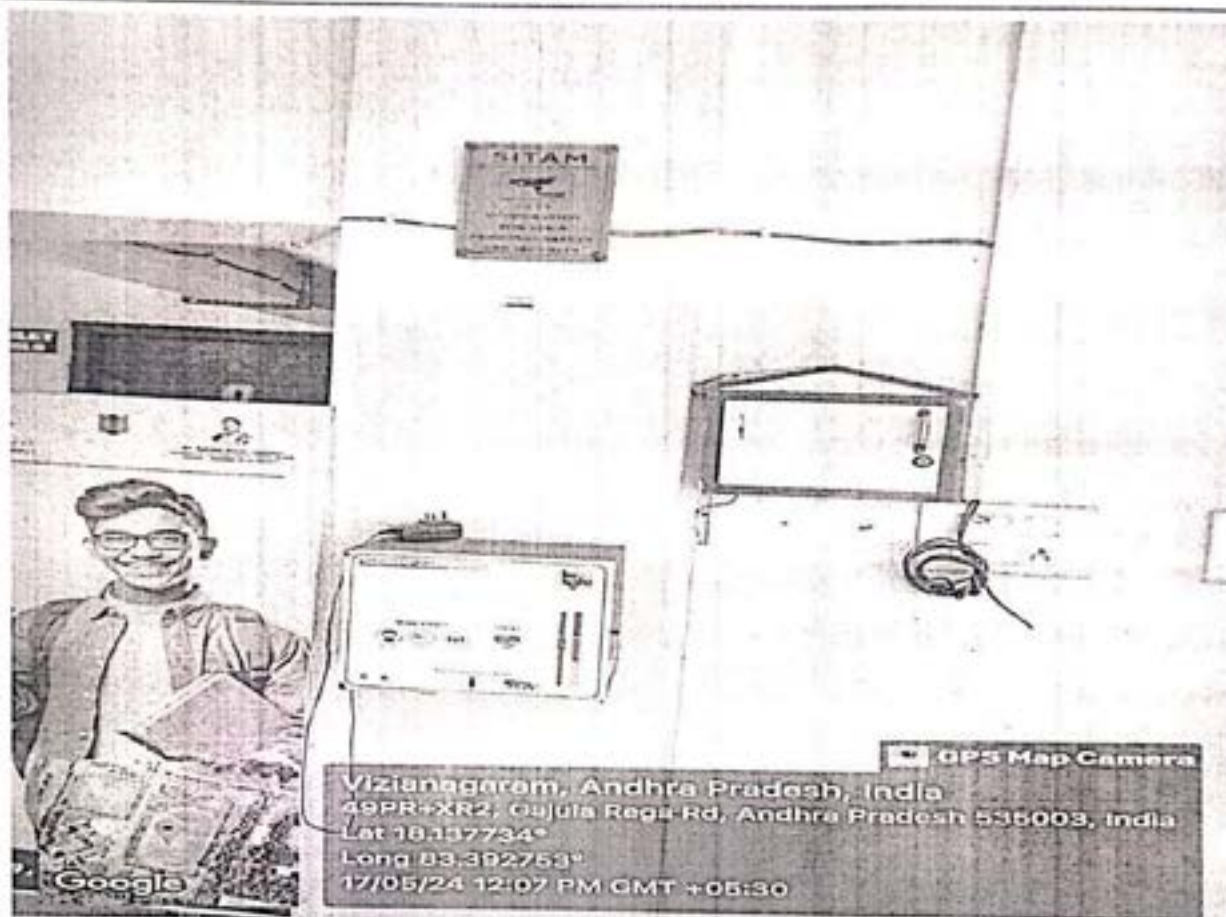
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2) In our college, we've set up a special box where students can report ragging to the police. If someone is being bullied or harassed, they can write down what happened and put it in the box. This way, they don't have to worry about anyone finding out who they are. The police will investigate the complaint and take action to stop the ragging. Having this complaint box gives students a safe way to speak up and helps keep our college free from ragging.

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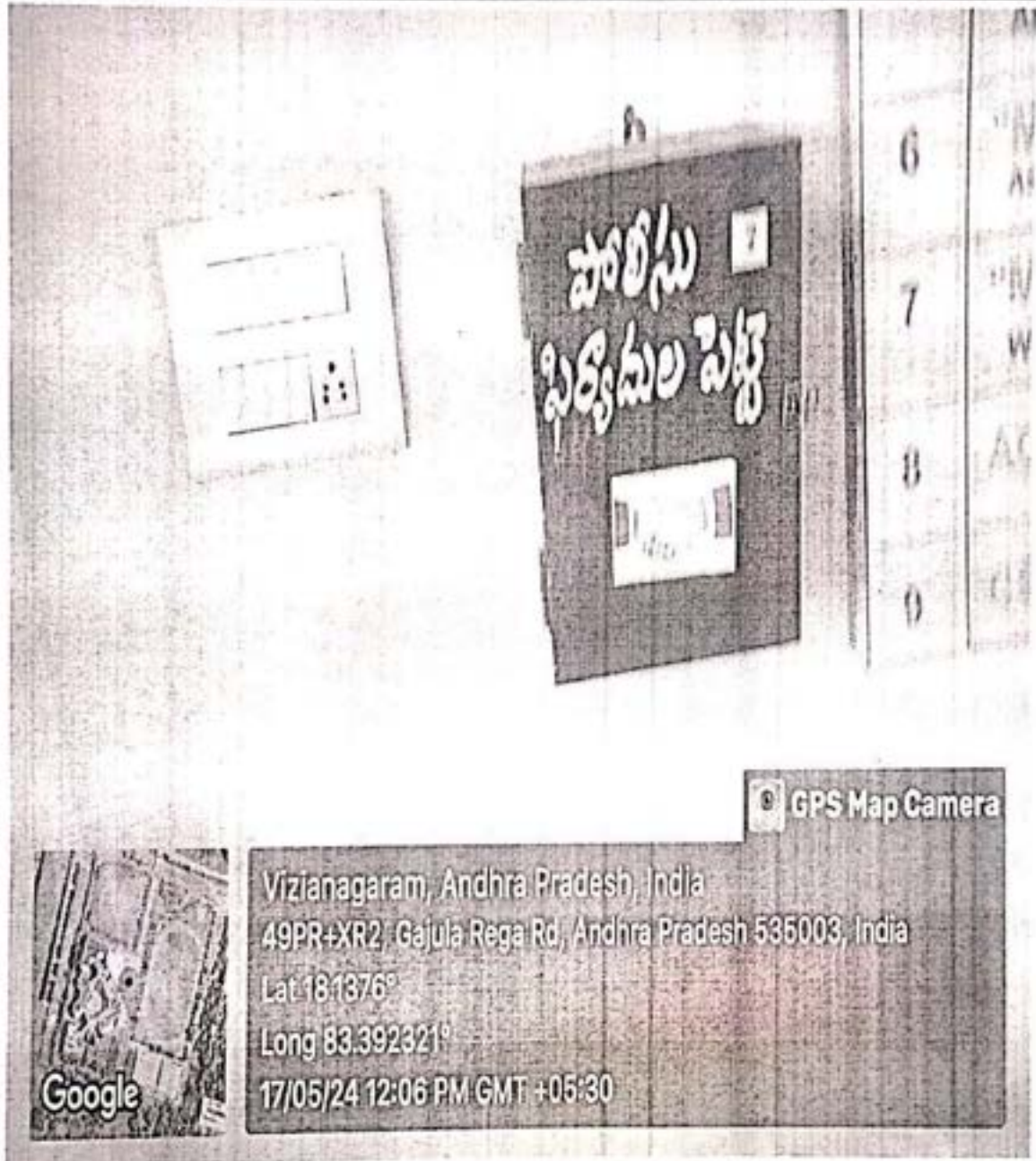
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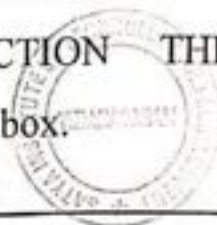
SBTET CODE: 649



3) To prevent ragging in SITAM- SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, we've introduced a SITAM -

(STUDENT'S INTERACTION THROUGH AWARENESS AND MENTORING) complaint box.

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At our college, we have established a special system to empower students to report any instances of ragging they have witnessed or experienced. The SITAM Complaint Box serves as a dedicated, confidential, and discreet platform for students to voice their concerns without fear of retaliation or judgment.

This initiative ensures that students feel safe and supported when sharing their experiences, creating an environment where they can speak up freely. Each complaint received through the box is treated with utmost seriousness, and appropriate measures are taken to investigate and resolve the issue promptly.

By implementing this system, we are reinforcing our commitment to creating a ragging-free campus where respect and inclusivity prevail. The complaint box not only gives students a voice but also strengthens the message that ragging is unacceptable and will not be tolerated under any circumstances. Together, we are fostering a safe, supportive, and

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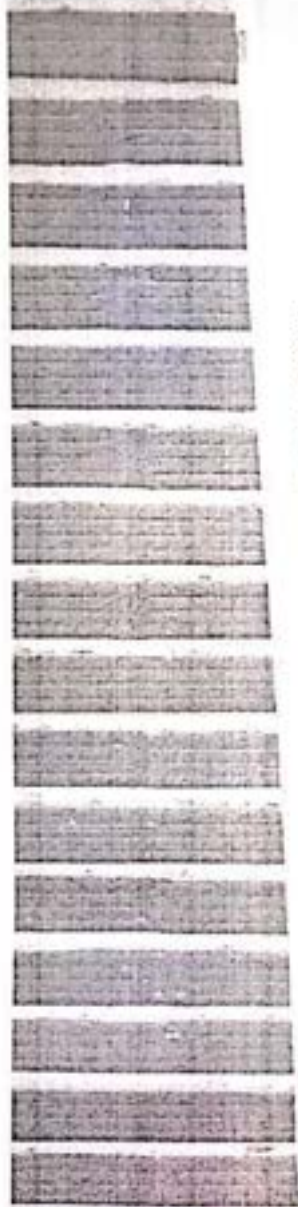
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harmonious environment where every student can thrive without fear.



GPS Map Camera

Vizianagaram, Andhra Pradesh, India  
49PR+XR2, Gajula Rega Rd, Andhra Pradesh 535003, India  
Lat 18.197695°  
Long 83.39245°  
17/05/24 12:06 PM GMT +05:30

Principal

Satya Institute of Technology And Management  
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SITAM, IAC  
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4) To ensure a ragging-free and supportive environment in our college, we have established a dedicated Anti-Ragging Committee. This committee is composed of faculty members who are committed to fostering a campus culture based on safety, respect, and inclusivity. Their primary role is to monitor, address, and resolve any reported incidents of ragging with promptness and fairness.

In addition to handling incidents, the committee proactively organizes awareness campaigns, workshops, and educational programs to enlighten students about the detrimental effects of ragging. These initiatives emphasize the importance of mutual respect, empathy, and camaraderie among peers. By educating students and promoting a positive culture, the committee helps to eradicate misconceptions surrounding ragging and highlights the importance of creating a harmonious community.

The presence of an Anti-Ragging Committee demonstrates our unwavering commitment to protecting every student from harassment or intimidation. Through their efforts, we are taking firm, proactive steps to maintain a safe and welcoming environment where all students can focus on learning, growth, and building lasting friendships without fear or discomfort.

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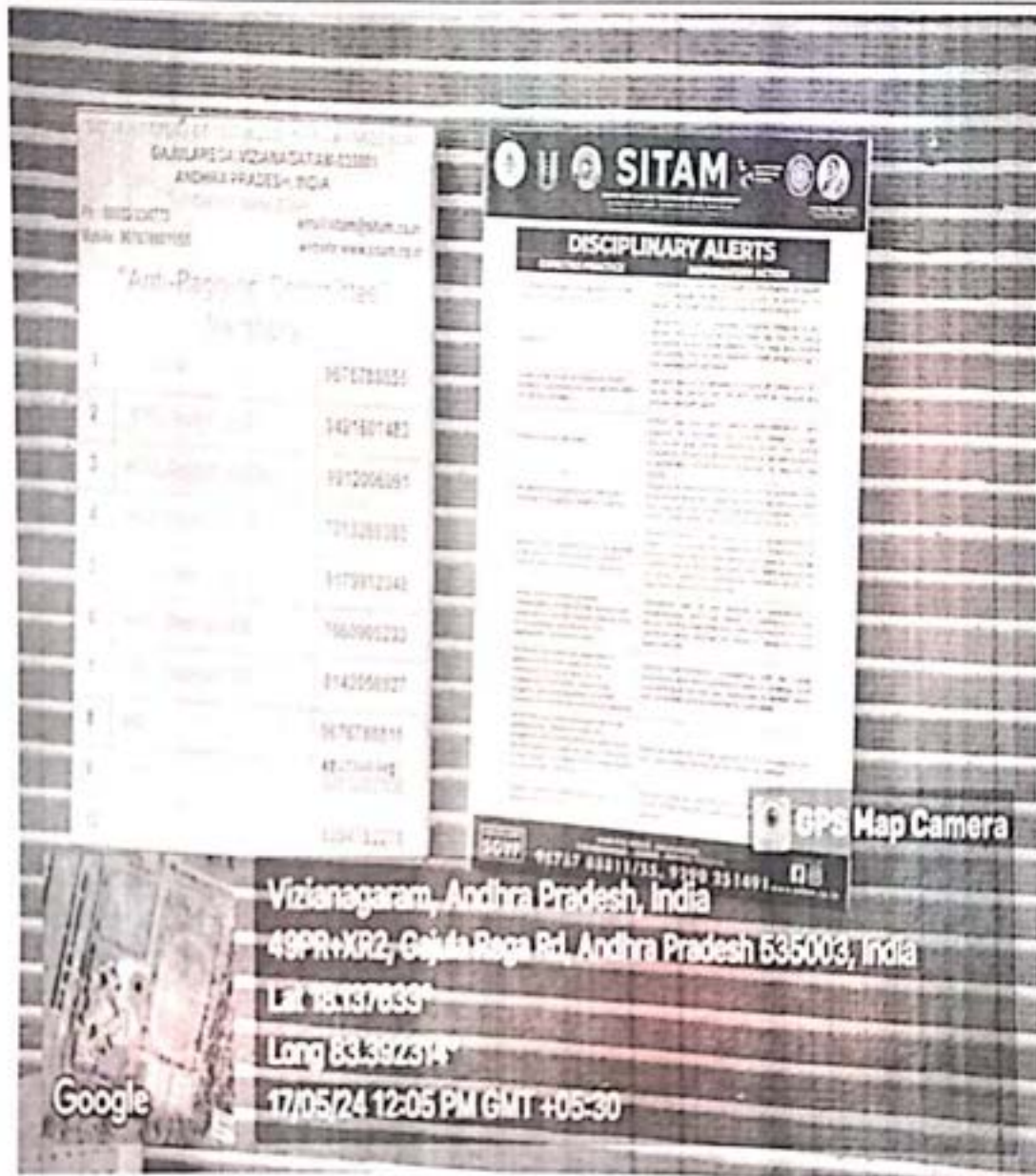
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Principal  
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PROCEEDINGS OF THE  
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA  
KAKINADA-533003, Andhra Pradesh (India)  
(Established by Andhra Pradesh Act No. 30 of 2008)

Proc.No.EI/Ombudsman/2012

Date: 11.12.2012

Sub: JNTUK Kakinada - Establishment - AICTE - Redressal of Grievances of students / Parents - Appointment of Ombudsman - Orders - Issued.

Read: 1.Public Notice Adt.No.PG/07(01)/2012 along with Notification dated 25.05.2012 of the AICTE, New Delhi.  
2.Note orders dated 10.12.2012 of the Hon'ble Vice-Chancellor, JNTUK.

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**ORDER:**


In the reference (1) read above, the AICTE, New Delhi has issued a notification for appointment of Ombudsman by the Technological Universities. The said notification contains the appointment tenure, removal and conditions of services under grievances redressal mechanism in technical universities. Accordingly, the University has to appoint an Ombudsman for redressal of grievances of the aggrieved students their parents and others under these regulations.

Under the above circumstances, the Vice-Chancellor, JNTUK is pleased to appoint Sri B. V. Ranga Raju, Retired Judge of High Court, Visakhapatnam as Ombudsman of JNTUK Kakinada as per the guidelines issued by the AICTE.


The powers, functions and other conditions relating to the above appointment, as given by the AICTE, New Delhi are herewith appended.

To  
Sri B. V. Ranga Raju, Retired Judge of High Court, Visakhapatnam  
Copy to the Secretary to Vice-Chancellor, JNTUK Kakinada  
Copy to the Rector, JNTUK Kakinada  
Copy to PA to Registrar, JNTUK Kakinada  
Copy to Deputy Registrar, JNTUK Kakinada  
Copy to Assistant Registrars, JNTUK Kakinada

  
REGISTRAR

  
SPCO, IOAC  
Satya Institute of Technology  
and Management  
Vizianagaram-535002 (A.P)



  
Dr. D.V.Rama Murthy  
Principal  
SATYA INSTITUTE OF  
TECHNOLOGY AND MANAGEMENT  
Vizianagaram  
Principal  
Satya Institute of Technology And Management  
Gajularaga, Vizianagaram-535002



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NAAC ACCREDITED

Approved by AICTE, New Delhi and Govt. of A.P

EAMCET Code: B6

Affiliated to JNTUK, KAKINADA.

EAMCET Code:

### Staff Faculty Grievance Registration Form

This form is meant for Grievance Registration. Please feel free to register your grievance.

surya.chandra12221@gmail.com (not shared) [Switch account](#)

\* Required

Please indicate your department \*

- CIV
- EEE
- MEC
- ECE
- CSE
- AI & DS
- Other:

Your Designation

Your answer



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Nature of your grievance. \*

- Academic Related
- Harassment Related
- Transportation Related
- Hostel/Mess Related
- Infrastructure Related
- Other: \_\_\_\_\_

Please describe your grievance accurately, briefly, and completely. \*

Your answer

We would like to get in touch with redressal of the grievance you mentioned. Please mention your email. Please be assured that this information will be used only to redress your grievance. Also a surprise gift will be awarded to person sending significant constructive grievance to better the functioning of the institute.

Your answer

Submit



Principal  
Satya Institute of Technology And Management  
Gajularega, Vizianagaram-535003  
Clear form

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### STUDENT GRIEVANCE REDRESSAL POLICY

SITAM College of Engineering prioritizes a secure and dynamic atmosphere for learning. Here, students are encouraged to express themselves openly, devoid of any fear or reservations. The college is committed to upholding student rights, safeguards them from all forms of exploitation, of any kind and from any source.

To fulfill its commitments, SITAM College maintains is vigilant and offers freedom of expression irrespective of gender, while also enforcing strict rules and regulations to uphold decorum on campus. The Disciplinary Committee oversees this responsibility, guiding the campus community in matters of discipline.

SITAM has created a mechanism for redressal of students' grievances at three levels.

- **Women Empowerment Cell**
  - Internal Complaints Committee (ICC)
- **Students' Grievance Redressal Committee**
  - Online
  - Offline
- **Anti-Ragging Committee**

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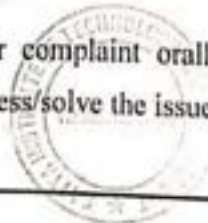
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2. Co-ordinate between students and department to redress their grievances.
3. Ensure effective solution to the stakeholders in an impartial and fair approach.

#### Redressal Mechanism

1. A Student shall first present his/her complaint orally/in writing to the concerned Head of Department. The HOD is required to address/solve the issue within, a Institute of Technology And Management Gajularega, Vizianagaram-535002

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NAAC ACCREDITED

Approved by AICTE, New Delhi and Govt. of A.P

K Code: B6

Affiliated to JNTUK, KAKINADA.

EAMCET Code:

### Student Grievance Registration Form

This form is meant for Grievance Registration. Please feel free to register your grievance.

surya.chandra12221@gmail.com [Switch account](#)



Not shared

\* indicates required question

Please indicate your branch. \*

- CIV
- EEE
- MEC
- ECE
- CSE
- AI & DS



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Telephone No:9676788811, 8978812341/2

EAMCET CODE: SGVP

JNTUGV CODE: B6

SBTET CODE: 649

Nature of your grievance. \*

- Academic Related
- Harassment Related
- Transportation Related
- Hostel/Mess Related
- Infrastructure Related
- Other:

Please describe your grievance accurately, briefly, and completely. \*

Your answer

Please fill out this field.

We would like to get in touch with redressal of the grievance you mentioned.

Please mention your email. Please be assured that this information will be used only to redress your grievance. Also a surprize gift will be awarded to person sending significant constructive grievance to better the functioning of the institute.

Your answer



Submit  
SPECIADAC

Satya Institute of Technology  
and Management  
Vizianagaram-535002 (A.P)

Principal  
Satya Institute of Technology And Management  
Gajularega, Vizianagaram-535003 Clear form



Date of last modification: Tuesday, 03 December 2019

INTERNAL QUALITY ASSURANCE CELL
SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, GAJULAREGA,
Format No 007: Grievance Registration



## Grievance Registration

Students and staff are hereby informed that a Grievance Registration System is in place in SITAM. All the concerned are advised to use this to register Grievances or suggestions or constructive criticism.



The QR Code shown may be scanned to access the Grievance Registration Form or alternatively, the form available at

**<http://bit.ly/SITAM-Grievances>**

may be used to register their concerns. All the concerned are once again assured that their identity will be kept strictly confidential and the information will be used only for the purpose of improving the system and the ambience.

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Satya Institute of Technology  
and Management  
Vizianagaram-535002 (A.P)



*[Handwritten Signature]*  
Principal  
Satya Institute of Technology and Management  
Gajularega, Vizianagaram-535002

DOCUMENT1



# SITAM



EAMCET CODE: SOVP

SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
ACCREDITED BY NAAC, APPROVED BY AICTE, NEW DELHI,  
(PERMANENTLY AFFILIATED TO JNTUK, RECOGNISED BY SRTET, GOVERNMENT OF A.P.)

JNTUK CODE: B6

## Grievance Registration

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<http://bit.ly/SITAM-Grievances>

may be used to register their concerns. All the concerned are once again assured that their identity will be kept strictly confidential and the information will be used only for the purpose of improving the system and the ambience.



SPOC IQAC

PRINCIPAL

DIRECTOR

SPOC, IQAC  
SITAM, GAJULAREGA TECHNOLOGY AND MANAGEMENT  
VIZIANAGARAM-535002

Dr. D.V.Rama Murthy  
Principal  
SATYA INSTITUTE OF  
TECHNOLOGY AND MANAGEMENT  
Vizianagaram

Satya Institute of Technology & Management  
Gajularega, Vizianagaram

SPOC, IQAC  
Satya Institute of Technology  
and Management  
Vizianagaram-535002



Principal  
Satya Institute of Technology and Management  
Gajularega, Vizianagaram-535002

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SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

EAMCET CODE: SOVP ACCREDITED BY NAAC, RECOGNISED UNDER 2(F) AND 12 (B) OF UGC APPROVED BY AICTE, NEW DELHI. JNTU - OY CODE: 86  
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## STUDENT GRIEVANCE REDRESSAL COMMITTEE

As per AICTE REGULATIONS 2021 VIDE F.NO:1101/PGRC/AICTE/ regulation /2021 dated 15/09/2021 for establishment of student grievance redressal mechanism for all AICTE approved technical institutions. The student grievance redressal committee is re constituted with the following persons in SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT.

S.NO	NAME	DESIGNATION	REPRESENTATIVE	MOBILE NO
1	Dr. MAJJI SASHIBHUSHANA RAO	DIRECTOR	CHAIRMAN	9885219988
2	Dr. D.V RAMA MURTHY	PRINCIPAL	MEMBER	9912006991
3	SMT.CH.VENKATALAKSHMI	VICE PRINCIPAL-ACADAMICS	MEMBER	9912006991
4	Dr. T.D.V.A. NAIDU	VICE PRINCIPAL -ADMIN	MEMBER	9177912348
5	Dr. K. SREELATHA	HOD(H&BS)	MEMBER	91826548453
6	Dr. P. RAVIKISHORE	HOD (CIVIL)	MEMBER	9703894030
7	Dr. G.VENUMADHAVA RAO	HOD(CSE)	MEMBER	9177709179
8	Mr. Y. SANTHOSH	HOD(EEE)	MEMBER	9553649439
9	AVU SAI KUMAR	STUDENT	MEMBER	9494543342



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Gajularega, Vizianagaram

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☎ 96767 88811/55, 08922-234775/9



# SITAM



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5.1.5 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Year	No. of grievances appealed	No. of grievances redressed	Average time for grievance redressal in number of working days
2023-24	NIL	NIL	NIL



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

Proc.No E1.Ombudsman 2012

Date: 11.12.2012

Sub: JNTUK Kakinada - Establishment - AICTE - Redressal of Grievances of students / Parents - Appointment of Ombudsman - Orders - Issued.

Read: 1.Public Notice Adt.No.PG/07(01)/2012 along with Notification dated 25.05.2012 of the AICTE, New Delhi.  
2.Note orders dated 10.12.2012 of the Hon'ble Vice-Chancellor, JNTUK.

\*\*\*

ORDER:

In the reference (1) read above, the AICTE, New Delhi has issued a notification for appointment of Ombudsman by the Technological Universities. The said notification contains the appointment tenure, removal and conditions of services under grievances redressal mechanism in technical universities. Accordingly, the University has to appoint an Ombudsman for redressal of grievances of the aggrieved students their parents and others under these regulations.

Under the above circumstances, the Vice-Chancellor, JNTUK is pleased to appoint Sri B. V. Ranga Raju, Retired Judge of High Court, Visakhapatnam as Ombudsman of JNTUK Kakinada as per the guidelines issued by the AICTE.

The powers, functions and other conditions relating to the above appointment, as given by the AICTE, New Delhi are herewith appended.

To  
Sri B. V. Ranga Raju, Retired Judge of High Court, Visakhapatnam  
Copy to the Secretary to Vice-Chancellor, JNTUK Kakinada  
Copy to the Rector, JNTUK Kakinada  
Copy to PA to Registrar, JNTUK Kakinada  
Copy to Deputy Registrar, JNTUK Kakinada  
Copy to Assistant Registrars, JNTUK Kakinada

10  
REGISTRAR

SPD/OPG  
Satya Institute of Technology  
and Management  
Vizianagaram-535002 (A.P)



Dr. D.V.Rama Murthy  
Principal  
SATYA INSTITUTE OF  
TECHNOLOGY  
Principal  
Satya Institute of Technology And Management  
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### ALL INDIA COUNCIL FOR TECHNICAL EDUCATION New Delhi

**Sub:Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.**

**F.No.37-3/Legal/AICTE/2009** – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations:-

**1. Short title and commencement:-**

(i) These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.

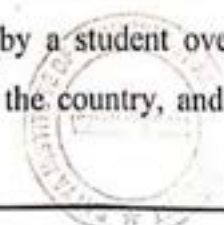
(ii) They shall come into force on the date of the notification.

**2. Objectives:-**

In view of the directions of the Hon'ble 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 including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power,

authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for Principally development,

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physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

### 3. Definitions:-

- (a) "Act" means the All India Council for Technical Education Act 1987 (52 of 1987);
- (b) "Technical Institution" means an institution of Government, Government Aided and Private (self financing) conducting the courses/programmes in the field of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programmes and areas as notified by the Council from time to time;
- (c) "University" means a University defined under clause (f) of section 2 of the University Grants Commission Act, 1956 and includes an institution deemed to be a University under section 3 of that Act.
- (d) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- (e) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- (f) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- (g) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be. And
- (h) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

### 4 What constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
  - b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
  - c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- by a senior student that prevents, disrupts or disturbs the academic activity of any other student or a fresher;

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- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### 5. Measures for prevention of ragging:-

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions

1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/ affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt/Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.
3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out in case the latter is found guilty of ragging and/or abetting ragging.



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5. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
6. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
7. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified/nominated by AICTE.
8. The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.
9. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
10. In case of freshers admitted to a Hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.
11. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
12. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she has to turn to for help and for reporting ragging purposes including Wardens, Head of the institution, members of the anti-ragging



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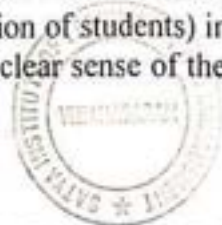
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- committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.
13. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
  14. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
  15. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
  16. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
  17. The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.
  18. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.
  19. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
  20. The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.
  21. The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction

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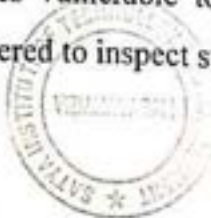
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22. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.
6. **Monitoring mechanism in technical institution, University including Deemed to be University imparting technical education:-**
- a) **Anti-ragging Committee:** Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) **Anti-Ragging Squad:** Every institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

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- c) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents 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 by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.
- f) **Mentoring Cell:** Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) **Monitoring Cell on Ragging:-** The State Govt./UT and the affiliating University shall set up a Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

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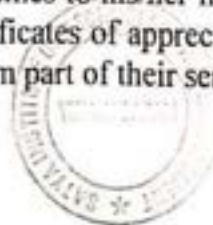
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- h) The Monitoring Cell shall coordinate with the the institutions, universities including deemed to be universities imparting technical education to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions. and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.
- i) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statues or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.
7. **Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.**
1. The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.
2. The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.

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3. Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.
4. The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.
8. **Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
  - (i) Cancellation of admission
  - (ii) Suspension from attending classes
  - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
  - (iv) Debarring from appearing in any test/examination or other evaluation process
  - (v) Withholding results
  - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - (vii) Suspension/expulsion from the hostel
  - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
  - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.

  
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- (X) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.
- b) An appeal against the order of punishment by the Anti-Ragging Committee shall lie.
- In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University;
  - In case of an order of a University, to its Chancellor.
  - In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.
- 9 **Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging:**
- Role of the concerned technical institutions, Universities including Deemed to be Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti ragging measures and to investigate specific instances of ragging and take appropriate action.
  - The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to AICTE annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.
  - All Letters of Approval issued by AICTE such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical institutions, release of grants, letters of approval issued to integrated campus, second shift etc. shall contain a specific clause of prevention of ragging.
  - The AICTE shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one of more of the following measures, namely;

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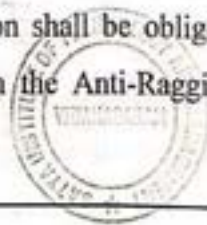
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- i. No admission/Withdrawal of approval granted under section 10(k) of AICTE Act.
  - ii. Withholding any grant allocated.
  - iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the AICTE.
  - iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the AICTE, declaring that the institution does not possess the minimum academic standards.
  - v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.
5. As regards the Universities including Deemed to be Universities imparting technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Govt. of India and the concerned State Govt./UT. The UGC, MHRD Govt. of India, and the State Govt./UT concerned shall initiate immediate action on the recommendations of the Council.
- 10. Duties and Responsibilities of the All India Council for technical Education:-**
- a) All India Council for technical Education, or the Central Government or the agency authorized for the purpose shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
  - b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.

- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this

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- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti-ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- f) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- g) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the All India Council for technical Education/Central Government.

### 11. The All India Council for technical Education shall take the following regulatory steps, namely;

- a) The All India Council for technical Education shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The All India Council for technical Education shall verify that the institutions strictly

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comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations. Principal  
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- c) The All India Council for technical Education shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the All India Council for technical Education, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by National Board of Accreditation or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The All India Council for technical Education shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/Central Government and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- f) The All India Council for technical Education shall institute an Anti-Ragging Cell within the AICTE as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cells and University Level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/central Government.

  
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(Member Secretary)

  
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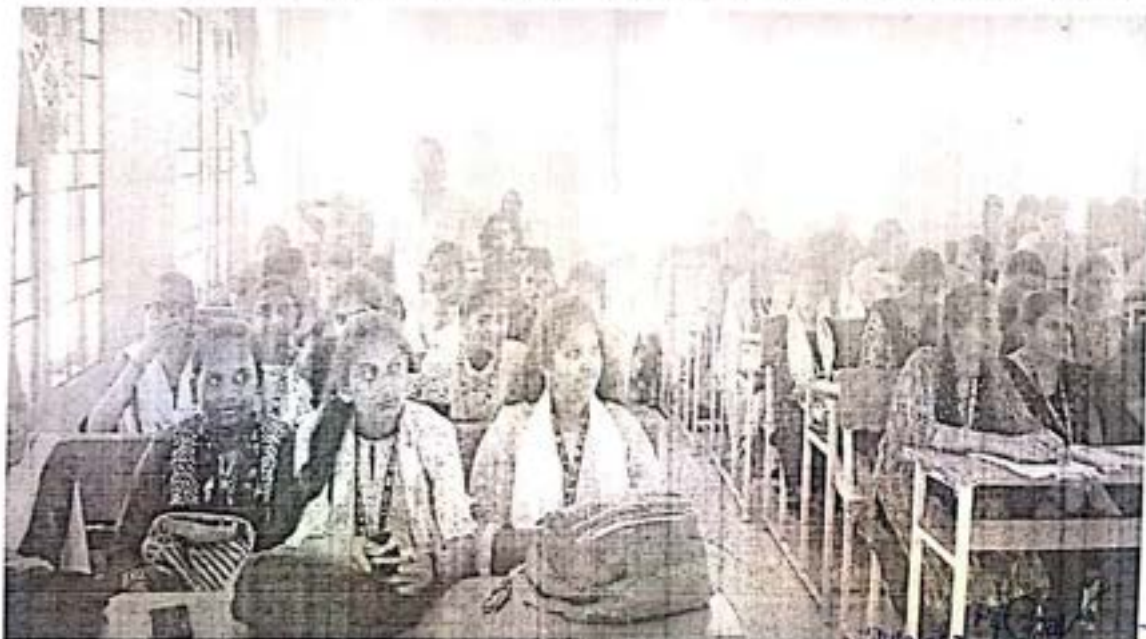
### Event : AWARENESS ON SEXUAL HARASSMENT AND SELF DEFENCE FOR GIRLS

Date : 12/04/2023

#### REPORT

Satya Institute of Technology and Management - SGVP held a useful workshop at Sitam College. It had special guests from the local police station. Smt. M. Deepika, IPS from Vizianagaram, led a session on self-defense for young women. About 50 female students and 20 males attended, along with Chief Warden Lieutenant M. Satya Veni. The workshop stressed the importance of self-defense as a crucial skill. Attendees learned how to be more aware of their surroundings and handle unexpected situations confidently. The training aimed to make the girls mentally and physically stronger, so they can protect themselves when needed.

The students expressed their happiness and gratitude towards the AP Police for providing them with motivation and guidance on how to protect themselves during difficult situations. They appreciated the support and encouragement given by the police, which empowered them to feel more confident and capable of handling any challenges they might face. The students recognized the importance of being prepared and proactive in ensuring their own safety and appreciated the efforts made by the AP Police to instill this sense of empowerment within them.



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### Minutes of Meeting of Anti-Ragging Committee

Date of Meeting: **FRIDAY, 17 NOVEMBER 2023 @10.00am-11.00am**

Venue: Seminar hall

#### Agenda:

1. Anti-ragging
2. Safety for students
3. Introduction to committee members

#### Attendees:

1	Dr. D.V. Ramamurthy, Principal	
2	Dr. Y. Narendra Kumar, Dean, R&D	
3	Smt. Ch.V. Lakshmi, Vice Principal (Academics)	
4	Dr. T.D.V.A. Naidu, Vice Principal (Admin)	
5	Dr. K. Sreelatha, HoD, Dept of Humanities	
6	Sri Y. Santhosh, HoD, Dept of EEE	
7	Dr. G.Venumadhava Rao, HoD, Dept of CSE	
8	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg	
9	Dr. L. Satyavathi, Librarian	
10	Mr. J. Maheswara Rao, Warden-Boys Hostel	
11	Smt. M. Satyaveni, Warden-Girls Hostel	

A meeting was conducted with the members of Anti-ragging committee at 10.00 AM on 17/11/2023 in connection with the agenda points.

The Chairman discussed the agenda points in detail with the members present. It was discussed to make the committee members to prohibit ragging. The Principal explained that there should be healthy relationship between seniors and juniors.

#### Objectives:

To prevent any student from teasing, being rude to, or causing harm to new students or other students through words, actions, or rowdy behavior. This includes activities that make new students feel scared or embarrassed, or asking them to do things that they wouldn't normally do. The goal is to stop all forms of bullying in universities.

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SPOC IQAC



**(Dr. D.V. RAMA MURTHY)**  
Principal  
Gajularega, Vizianagaram-535002



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### Minutes of Meeting of Anti-Ragging Committee

Date of Meeting: THURSDAY, 20 JULY 2023@10.00am-11.00am

Venue: Seminar hall

#### Agenda:

1. Anti-ragging
2. Safety for students

#### Attendees:

1	Dr. D.V. Ramamurthy, Principal	
2	Dr. Y. Narendra Kumar, Dean, R&D	
3	Smt. Ch.V. Lakshmi, Vice Principal (Academics)	
4	Dr.T.D.V.A. Naidu, Vice Principal (Admin)	
5	Dr. K. Sreelatha, HoD, Dept of Humanities	
6	Sri Y. Santhosh, HoD. Dept of EEE	
7	Dr. G.Venumadhava Rao, HoD, Dept of CSE	
8	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg	
9	Dr. L. Satyavathi, Librarian	
10	Mr. J. Maheswara Rao, Warden-Boys Hostel	
11	Smt. M. Satyaveni, Warden-Girls Hostel	

A meeting was conducted with the members of Anti-ragging committee at 10.00 AM on 20/07/2023 in connection with the agenda points.

The Chairman finalized to conduct a meeting of the HODs to discuss the above mentioned agenda points in detail.

The College has a strict anti-ragging stand. There is an Anti-Ragging Committee in the College, which mainly works for ensuring the anti-ragging stand of the institution. Anti-ragging declarations are obtained as per the UGC norms from the students and guardians at the time of admission.

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(Dr. D.V. RAMA MURTHY)

Principal  
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### Minutes of Meeting of Women grievance Committee

Date of Meeting: WEDNESDAY, 29 NOVEMBER 2023 @10.00am 11.00am

Venue: Seminar hall

#### Agenda:

1. Guidance to the new girl students in new atmosphere.
2. Awareness about self defence and confidence.
3. Assigning new women faculty to council the new girl students.

#### Attendees:

1	Dr. D.V. Ramamurthy, Principal	
2	Smt. Ch.V. Lakshmi, Vice Principal (Academics)	
3	Dr.T.D.V.A. Naidu, Vice Principal (Admin)	
4	Dr. K. Sreelatha, HoD, Dept of Humanities	
5	Smt V.N. Sireesha	
6	Smt M. Swathi	
7	Smt M. Bhargavi	
8	Dr. L. Satyavathi, Librarian	
9	Smt. M. Satyaveni, Warden-Girls Hostel	

A meeting was conducted with the members of women grievance committee at 10.00 AM on 29/11/2023 in connection with the agenda points.

The Chairman discussed the agenda points in detail with the members present. It was discussed about the women grievance in the college. The Principal assigned women faculty to the new girl students.

The Chairman finalized to conduct a meeting of the HODs to discuss the above mentioned agenda items in detail.

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### Minutes of Meeting of Women grievance Committee

**Date of Meeting:** FRIDAY, 25 AUGUST 2023 @10.00am-11.00am

**Venue:** Seminar hall

#### **Agenda:**

1. Guidance to the new girl students in new atmosphere.
2. Awareness about self defence and confidence.
3. Assigning new women faculty to council the new girl students.

#### **Attendees:**

1	Dr. D.V. Ramamurthy, Principal	
2	Smt. Ch.V. Lakshmi, Vice Principal (Academics)	
3	Dr.T.D.V.A. Naidu, Vice Principal (Admin)	
4	Dr. K. Sreelatha, HoD, Dept of Humanities	
5	Smt V.N. Sireesha	
6	Smt M. Swathi	
7	Smt M. Bhargavi	
8	Dr. L. Satyavathi, Librarian	
9	Smt. M. Satyaveni, Warden-Girls Hostel	

A meeting was conducted with the members of women grievance committee at 10.00 AM on 25/08/2023 in connection with the agenda points.

The Chairman discussed the agenda points in detail with the members present. It was discussed about the women grievance in the college. The Principal assigned women faculty to the new girl students.

The Chairman finalized to conduct a meeting of the HODs to discuss the above mentioned agenda items in detail.

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and Management  
(CH. VENKATA LAKSHMI)  
Vizianagaram-535003  
SPOC IQAC



(Dr. D.V. RAMA MURTHY)  
Principal  
Satya Institute of Technology And Management  
Gajularega, Vizianagaram-535002





# SITAM



## SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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Email: principal@sitam.co.in, Website: www.sitam.co.in, Face Book: /Sitam.Sgvp, Instagram:/sitamvzm

Telephone No:9676788811, 8978812341/2

EAMCET CODE: SGVP

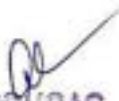
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SBTET CODE: 649

Satya institute of Technology and Management-SGVP had noticed two complaints from two girl students from Deptment of Civil Engineering as they were commented by their fellow classmate. The two girl students complained against her through the grievance registration link <http://bit.ly/SITAM-Grievances> in SITAM college.

### REDRESSAL OF THE GRIEVANCE THROUGH COMMITTEE MEMBERS:

The committee members of the women grievance had gone through the complaints. The committee members had transparently investigated about the complaints. The committee members had taken a counseling session to the complaint about the mistake he had done and asked her not to repeat the same in the future. They explained to maintain a friendly relationship with other students.

  
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Principal  
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## SEXUAL HARASSMENT COMMITTEE

### Preamble :

With regard to the Supreme Court Judgment and guidelines issued in 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, to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges and finally the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) POSH Act 2013. keeping the above guidelines in view, SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT to Implementing all the provisions of the POSH and other relevant acts on prevention of Sexual harassment in the college.

SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT has constituted an Internal Complaints Committee (ICC) as per the provisions of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and in conjunction with UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations 2015.

### ANTI SEXUAL HARASSMENT POLICY:

As per the guidelines of UGC, NAAC and the Supreme Court an Anti-Sexual Harassment Cell has been established by SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT to provide a healthy and congenial atmosphere to the staff and students of the College. The cell was constituted to meet the four basic objectives:

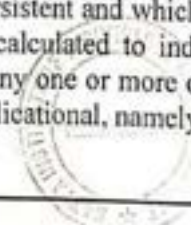
1. To develop the guidelines and norms for a policy against sexual harassment.
2. To work out details for the implementation of the policy.
3. To prepare a detailed plan of action, both short and long term.

The objective of this Policy is to provide protection against sexual harassment and for prevention and redressal of complaints of sexual harassment and matters connected therewith and incidental thereto.

The Policy also endeavors to set expectations regarding workplace behavior and provide with a framework for reporting concerns.

**SEXUAL HARASSMENT:** Sexual Harassment means an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile or intimidating environment or as calculated to induce submission by actual or threatened adverse consequences and includes any one or more of the following unwelcome acts or behavior (whether directly or by implication, namely:

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1. Demand or request of sexual favours.
2. Making sexual / coloured remarks.
3. Physical Contact & advances.
4. Showing pornography.

Any unwelcome physical, verbal or nonverbal conduct of sexual nature.

Unwelcome actions found inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment.

**THE COMMITTEE MEMBERS OF THE CELL SHALL HAVE THE FOLLOWING**

### RESPONSIBILITIES:

1. Organize awareness programmes and campaigns for the benefit of all members of the College on sexual harassment and gender based discrimination.
2. Conduct formal inquiry and investigate and take decisions upon each Complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance.
3. Receive complaints received from any member of the College (including students, research scholars, staff, hostel residents and outsiders on College premises) alleging sexual harassment by another member(s) of the College.
4. Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential.

### FUNCTIONS OF THE COMMITTEE PREVENTIVE STEPS:

It will be the endeavor of the committee

1. To facilitate a safe environment that is free of sexual harassment,
2. To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities.

Members of Anti-sexual harassment Cell for the year 2023-24

1	Dr. D.V. Ramamurthy, Principal	
2	Smt. Ch.V. Lakshmi, Vice Principal (Academics)	
3	Dr.T.D.V.A. Naidu, Vice Principal (Admin)	
4	Dr. L. Satyavathi, Librarian	
5	Smt. M. Satyaveni, Warden-Girls Hostel	

GPSC, IQAC  
Satya Institute of Technology  
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### STUDENTS WELFARE POLICY

The objectives of the policy to ensure the financial support for poorer, students and provide medical help to the students. Create awareness about different project introduce by both state government and central government and also college administration. Provide different welfare project for the students. Keep vigilant on all project for the better implementation.

For students welfare scheme, (Scholarship), College Website provide different links to the students

- e.g. (1) West Bengal Minorities Development & Finance corporation (W.B. Govt.).
- (2) OASIS Portal for SC/ST/OBCs (W.B. Govt.).
- (3) Kanyashree for girls students.
- (4) Swami Vivekananda Merit-Cum-Mears Scholarship.
- (5) National Scholarship Portal (Govt. of India).
- (6) Students Credit Card Scheme (Provided by Govt. Of W 8.).
- (7) Students Health Home (Provide Medical Help)

Out of those project college management provide, Students-Aid-Fund, Half and Full Fee Scheme to the meritorious and poorer students of the College.

A committee be formed to look after and take necessary action, nominated by Principal/Teaher-In-Charge

1. Principal/Teaher-In-Charge be the Chairman.
2. Three from Teaching Faculty.
3. Two from Administrative Staff

1	Dr. D.V. Ramamurthy, Principal	
2	Dr. Y. Narendra Kumar, Dean, R&D	
3	Smt. Ch.V. Lakshmi, Vice Principal (Academics)	
4	Dr. T.D.V.A. Naidu, Vice Principal (Admin)	
5	Dr. L. Satyavathi, Librarian	
6	Mr. J. Maheswara Rao, Warden-Boys Hostel	
7	Smt. M. Satyaveni, Warden-Girls Hostel	

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(Dr. D.V. RAMA MURTHY)

Principal



# SITAM



**SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
 ACCREDITED BY NAAC, RECOGNISED UNDER 3(F) AND 12 (B) OF UGC JNTU - GV CODE: B6  
 APPROVED BY AICTE, NEW DELHI.  
 (PERMANENTLY AFFILIATED TO JNTU, GV, RECOGNISED BY SEITE, GOVERNMENT OF A.P.)

## ANTI RAGGING COMMITTEE

As per the regulations of UGC and AICTE, This are following members are appointed as Anti Ragging Squad in Anti Ragging Committee.

S. No	Name	Designation	Representative	Mobile No
1	DR.D.V RAMA MURTHY	PRINCIPAL	HEAD OF INSTITUTE	9676788855
2	K. PRASAD	MEMBER	CIVIL AND POLICE ADMINISTRATION	7013850813
3	M RAMU	MEMBER	NON-GOVT ORGANIZATION	9010566059
4	P SEKAR /	MEMBER	LOCAL MEDIA	9393113452
5	DR.K.SREELATHA	MEMBER	FACULTY REPRESENTATIVE	9182648453
6	J MAHESWARA RAO	MEMBER	FACULTY REPRESENTATIVE	9394792276
7	G SURYA CHANDRA SWAMI	MEMBER	FACULTY REPRESENTATIVE	9032612221
8	M SATHYAVATHI	MEMBER	NON-TEACHING	9290251491
9	V HEMALATHA	MEMBER	NON-TEACHING	7075913511
10	P GOWRU NAIDU	MEMBER	PARENT REPRESENTATIVE	6302007030
11	A LAKSHMUNAIDU	MEMBER	PARENT REPRESENTATIVE	8330939569
12	PIRIDI ANOOP KUMAR	MEMBER	STUDENT REPRESENTATIVE	7702195696
13	S MANIKANTA	MEMBER	STUDENT REPRESENTATIVE	7702315035
14	AVU VIDYADHARANI	MEMBER	STUDENT REPRESENTATIVE	8328057017

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Principal  
 Satya Institute of Technology And Management  
 Gajularega, Vizianagaram-535002

H-SL  
 DIRECTOR  
 SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
 VIZIANAGARAM

NEAR RTO OFFICE, GAJULAREGA, VIZIANAGARAM - 535003, ANHRA PRADESH, INDIA  
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f/Sitam.Sgvp @/sitamvzm sitam@sitam.co.in, principal@sitam.co.in www.sitam.co.in