



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

ESTD. 1945

Implementation of guidelines of statutory/regulatory bodies

Date: 12-09-2022

Anti SC/ST Harassment Committee 2022-23

Constitution of Anti SC/ST Harassment Committee for Keshav Memorial Institute of Commerce and Sciences (KMICS)

Members of the Committee:

S. No	Name	Designation and Department
1	Dr. Someshwar Rao	Principal and Chairperson
2	Dr. Kiran Kumar	Asst. Prof. Dept. Bio – Tech.
3.	Sharath Babu	Asst. Prof. Dept. of Mathematics
4.	Arjun	Sr. Assistant - Office
5.	C. Goverdhan Reddy	Clerk - Office
6.	K. Naveen	Student – B.Com Hons
7.	Tushat Johari	Student – B.Sc – Mb. Bt. C
8.	G. Vishal	Student – B.Com Bus. Analytics

Preamble:

At Keshav Memorial Institute of Commerce and Sciences (KMICS), the Anti-SC/ST Harassment Committee has been established to handle grievances concerning Scheduled Castes and Scheduled Tribes students. This committee is dedicated to safeguarding the rights and interests of SC/ST students, ensuring that any grievances they encounter are swiftly and efficiently addressed.

Objectives:

The aims of the Anti SC/ST Harassment Committee encompass:

1. Offering a forum for SC/ST students to express concerns regarding academic and non-academic issues.
2. Swiftly addressing complaints of discrimination, harassment, and other grievances encountered by SC/ST students.
3. Safeguarding the rights and interests of SC/ST students.
4. Ensuring equitable access to education and college resources for SC/ST students.

Composition of the Committee:

The Anti SC/ST Harassment Committee will include the following members:

- A designated officer who will act as the Chairperson of the committee.
- One SC/ST faculty member nominated by the Principal.
- One SC/ST non-teaching staff member nominated by the Principal.


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- Two SC/ST students from each course/department, elected by the SC/ST students of that course/department.

Functions and Responsibilities of the Committee:

The functions and responsibilities of the Anti SC/ST Harassment Committee encompass:

1. Receiving and handling grievances concerning SC/ST students.
2. Ensuring swift and efficient resolution of grievances.
3. Conducting necessary inquiries, investigations, and hearings to address grievances.
4. Recommending suitable actions to the Principal for grievance resolution.
5. Overseeing the execution of committee recommendations.
6. Furnishing regular reports to the Principal regarding committee operations

Term of Tenure:

The members of the Anti SC/ST Harassment Committee will serve for one academic year, with the possibility of reappointment for subsequent terms.

Convening:

The Anti SC/ST Harassment Committee will convene monthly during the academic year, with additional meetings scheduled as needed for urgent grievances.

Quorum Requirement:

A minimum of three members, including the Chairperson or their delegate, constitutes a quorum for Anti SC/ST Harassment Committee meetings.

Confidentiality Protocol:

The Anti SC/ST Harassment Committee will uphold strict confidentiality regarding all grievances received and investigations conducted.

Constitutional Review:

The constitution of the Anti SC/ST Harassment Committee will undergo an annual review to ensure its continued relevance and efficacy.

Constitutional Amendment:

Proposed amendments to the constitution require a two-thirds majority vote by SC/ST Grievance Committee members. Approved amendments will be forwarded to the Principal for final approval.

Signed by:

Principal

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Minutes of the meeting of the Anti SC/ST Harassment Committee

Date: 12-09-2022

Venue: Room No. G5 (Ground Floor)

Present:

S. No	Name	Designation and Department
1	Dr. Someshwar Rao	Principal and Chairperson
2	Dr. Kiran Kumar	Asst. Prof. Dept. Bio – Tech.
3.	Sharath Babu	Asst. Prof. Dept. of Mathematics
4.	Arjun	Sr. Assistant - Office
5.	C. Goverdhan Reddy	Clerk - Office
6.	K. Naveen	Student – B.Com Hons
7.	Tushat Johari	Student – B.Sc – Mb. Bt. C
8.	G. Vishal	Student – B.Com Bus. Analytics

Agenda:

1. Review of Received Grievances
2. Other Matters

Minutes:

Review of Received Grievances: The Chairperson apprised the committee that no grievances pertaining to SC/ST students had been received since the previous meeting. The committee expressed satisfaction that there were no reported incidents of harassment or discrimination.

Other Matters: The committee deliberated on the importance of raising awareness among students and staff regarding the rights of SC/ST students and the imperative to prevent discrimination and harassment. It was decided to organize a sensitization program for all members of the college community.

The meeting concluded with a vote of thanks to the Chairperson.

Signed by:

PRINCIPAL

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Date: 28-09-2022

Anti Ragging Committee 2022-23

Objective:

The objective of the Anti-Ragging Committee is to prevent any form of ragging within the college premises or outside of it, in compliance with the provisions set forth by the UGC, and the guidelines issued by Osmania University, along with any other relevant regulations, statutes, or guidelines issued by statutory authorities.

Composition of the Committee:

The Anti-Ragging Committee shall be composed of the following members:

S. No	Name	Designation and Department
1	Dr. Someshwar Rao	Principal and Chairperson
2	N. Uma Devi	Vice Principal
3.	P. Shravanthi	Asst Prof, Dept of Chemistry
4.	Dr. Padmakar	Asst Prof, Dept of Commerce
5.	Preethi Arya	Asst Prof, Dept of Commerce
6.	B. Veda	Asst Prof, Dept of Physics
7.	Anish Shah	Asst Prof, Dept. of Languages
8.	Deepa Ramanathan	Asst Prof, Dept. of Languages

Roles and Responsibilities:

The Anti-Ragging Committee shall have the following roles and responsibilities:

- To ensure strict adherence to regulations aimed at curbing the menace of ragging in higher educational institutions, as outlined by the UGC, and guidelines issued by Osmania University (OU), along with any subsequent revisions.
- To monitor the implementation of the anti-ragging policy of the college and to take necessary measures for its effective implementation.
- To conduct surprise inspections in the college premises and hostels to check for any instances of ragging.
- To maintain records of all complaints received and actions taken on them.
- To take immediate and appropriate action against those found guilty of ragging, as per the provisions of the anti-ragging policy.
- To create awareness among the students about the ill effects of ragging and to promote a culture of mutual respect and understanding.


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vii) To liaise with the local police administration, NGOs, and the media to create a conducive environment for the prevention of ragging.

Tenure of the Committee:

The Anti-Ragging Committee shall be constituted for a period of one academic year and shall be reconstituted every year. The Chairperson of the Committee may nominate a member to take charge in the event of any member resigning or being unable to discharge his/her duties.

Meetings and Quorum:

The Anti-Ragging Committee shall meet at least once a month or as and when necessary. The quorum for the meeting shall be one-third of the total number of members. The decisions of the Committee shall be taken by a majority of the members present and voting, and in the event of a tie, the Chairperson shall have the casting vote.

Powers:

The Anti-Ragging Committee shall have the power to:

- i) Summon any person related to the college who, in its opinion, is necessary for the inquiry into the complaint of ragging.
- ii) Collect evidence and examine any document related to the complaint of ragging.
- iii) Recommend to the Principal or any other authority of the college the action to be taken against the guilty persons.
- iv) Report the matter to the police if necessary and provide all necessary assistance in the investigation.
- v) Take any other action deemed necessary to prevent and combat ragging.

Conclusion:

The Anti-Ragging Committee shall strive to create a safe and conducive environment for the students to pursue their education without any fear of ragging. It shall work towards building a culture of mutual respect and understanding among the students and promote healthy relationships. The Committee shall encourage the students to report any instance of ragging or any other form of misconduct, without any fear of retribution. The success of the Anti-Ragging Committee shall be measured by the absence of any reported cases of ragging in the college. The Committee shall be accountable to the Principal and the Governing Body of the college. Any deviations from the provisions of this constitution shall be reported to the appropriate authorities for necessary action.

The members of the Committee shall ensure that the provisions of this constitution are strictly adhered to and take appropriate measures to prevent ragging in the college.

Signed:

Principal

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Minutes of Meeting of Anti-Ragging Committee

Date: 28-09-2022

Venue: Room No. G2 (Ground Floor)

Members Present:

S. No	Name	Designation and Department
1	Dr. Someshwar Rao	Principal and Chairperson
2	N. Uma Devi	Vice Principal
3.	P. Shravanthi	Asst Prof, Dept of Chemistry
4.	Dr. Padmakar	Asst Prof, Dept of Commerce
5.	Preethi Arya	Asst Prof, Dept of Commerce
6.	B. Veda	Asst Prof, Dept of Physics
7.	Anish Shah	Asst Prof, Dept. of Languages
8.	Deepa Ramanathan	Asst Prof, Dept. of Languages

Agenda:

1. To discuss the measures taken to prevent ragging in the college.
2. To review the anti-ragging policy of the college.
3. To discuss the action taken on the complaints received, if any.
4. Any other matter with the permission of the Chairperson.

Proceedings:

1. The Chairperson of the Anti-Ragging Committee welcomed all the members present and thanked them for their participation in the meeting.
2. The Chairperson informed the members that the college has taken various measures to prevent ragging, such as conducting orientation sessions for the new students, sensitizing the senior students about the ill effects of ragging, displaying posters and banners against ragging, and creating Anti-Ragging Helpline.
3. The Committee reviewed the anti-ragging policy of the college in the context of strict compliance with the Osmania University guidelines including the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, as amended by the University Grants Commission (Prevention and Prohibition of Ragging) Regulations, 2012 and subsequent amendments thereof.
4. The Chairperson informed the Committee that there were no complaints of ragging received during the current academic year.
5. The Committee discussed the importance of creating awareness among the students about the ill effects of ragging and promoting a culture of mutual respect and understanding. It was decided to


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organize more awareness programs and workshops for the students and to involve the parents and teachers in the process.

6. The Committee also discussed the importance of maintaining records of all complaints received and actions taken on them. It was decided to maintain a separate register for this purpose and to update it regularly.

7. The Committee also decided to conduct surprise inspections in the college premises and hostels to check for any instances of ragging.

8. The Chairperson thanked all the members for their valuable inputs and suggestions and concluded the meeting.

Action Points:

1. Stricter implementation of the anti-ragging policy of the college to ensure strict compliance with the UGC Regulations.

2. Organize more awareness programs and workshops for the students.

3. Maintain a separate register for complaints received and actions taken on them.

4. Conduct surprise inspections in the college premises and hostels to check for any instances of ragging.

This is a true and correct record of the proceedings of the meeting of the Anti-Ragging Committee of Keshav Memorial Institute of Commerce and Sciences (KMICS) held today.

Authorized Signatory

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Date: 29-09-2022

Anti Sexual Harassment Committee 2022-23

The Anti Sexual Harassment Committee (ASHC) is constituted by Keshav Memorial Institute of Commerce and Sciences (KMICS) for the academic year 2022-23 as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the guidelines issued by the University Grants Commission (UGC) and other statutory bodies.

Objective:

The objective of the ASHC is to provide a safe and harassment-free environment for all students, staff, and faculty members of Keshav Memorial Institute of Commerce and Sciences (KMICS), and to address any complaints of sexual harassment fairly and transparently.

Composition:

The Committee shall consist of the following members:

S. No	Name	Designation and Department
1	Dr. Someshwar Rao	Principal
2	Shobha Rani	Asst Prof Dept of Mathematics
3.	Vijitha	Asst Prof, Dept of Com. Sciences
4.	Roshini Bharathi	Asst Prof Dept of Commerce
5.	R. P. Urmila	Asst Prof Dept of Chemistry
6.	Y. S. Nirupama	Asst Prof Dept of Statistics
7.	Hema Malani	Sr. Accountant - Office
8.	Manjula	Sr. Clerk - Office

The Presiding Officer of the ASHC shall be a woman, and all members shall have a good understanding of the issues related to sexual harassment and shall be committed to the cause of women's rights. The members shall be appointed for a term of one academic year and may be re-appointed for subsequent terms.

Functions:

The Committee shall have the following functions:

1. To receive complaints of sexual harassment from any student, staff, or faculty member of Keshav Memorial Institute of Commerce and Sciences (KMICS)
2. To conduct a preliminary inquiry into the complaint to determine the prima facie case.
3. To provide an opportunity for the respondent to respond to the allegations.
4. To conduct a detailed inquiry if the preliminary inquiry reveals a prima facie case.
5. To make a decision based on the evidence and principles of natural justice.

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6. To recommend appropriate remedial action if sexual harassment is found to have occurred.
7. To maintain records of the complaints received and processed by the committee, and to report to the statutory authorities as required by law.

Complaint Mechanism:

The Committee shall establish the following mechanism for receiving and processing complaints of sexual harassment:

1. A dedicated email address: principal.kmics@gmail.com
2. A helpline number: 040-23224651
3. A physical drop-box located at : Office
4. Online form on the website

The mechanism shall ensure the confidentiality of the complainant's identity and the information provided.

Training:

The members of the committee shall receive adequate training on the legal provisions related to sexual harassment, the procedures for handling complaints, and the principles of natural justice.

Communication:

The Committee shall notify the formation of the committee through a public notice or circular, specifying the names and contact details of the members, the terms of reference of the committee, and the procedures for filing complaints. It shall also communicate its decision to the complainant and the respondent in writing, along with the reasons for the decision.

Effective Date:

This constitution shall come into effect from today.

Signed:

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Minutes of Meeting of Anti Sexual Harassment Committee 2022-23

Date: 29-09-2022

Venue: Room No. G5 (Ground Floor)

Present:

S. No	Name	Designation and Department
1	Dr. Someshwar Rao	Principal
2	Shobha Rani	Asst Prof Dept of Mathematics
3.	Vijitha	Asst Prof, Dept of Com. Sciences
4.	Roshini Bharathi	Asst Prof Dept of Commerce
5.	R. P. Urmila	Asst Prof Dept of Chemistry
6.	Y. S. Nirupama	Asst Prof Dept of Statistics
7.	Hema Malani	Sr. Accountant - Office
8.	Manjula	Sr. Clerk - Office

Agenda:

1. To discuss the implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in the college.
2. To review the sexual harassment policy of the college.
3. To discuss the action taken on the complaints received, if any.
4. Any other matter with the permission of the Chairperson.

Proceedings:

1. The Chairperson of the Anti Sexual Harassment Committee welcomed all the members present and thanked them for their participation in the meeting.
2. The Chairperson informed the members that the college has implemented the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in the college and has constituted the Anti Sexual Harassment Committee as per the Act.
3. The Committee reviewed the sexual harassment policy of the college and discussed stricter compliance with the Act and to make it more comprehensive.
4. The Chairperson informed the Committee that there were no complaints of sexual harassment received during the current academic year.
5. The Committee discussed the importance of creating awareness among the students, faculty, and staff about sexual harassment and the redressal mechanism available in the college. It was decided to organize more awareness programs and workshops for the students, faculty, and staff.
6. The Committee also discussed the importance of maintaining confidentiality in dealing with complaints of sexual harassment and ensuring a fair and impartial investigation.

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7. The Committee also decided to conduct surprise inspections in the college premises and hostels to ensure a safe and secure environment for women.

8. The Chairperson thanked all the members for their valuable inputs and suggestions and concluded the meeting.

Action Points:

1. More effective sexual harassment policy of the college to ensure strict compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

2. Organize more awareness programs and workshops for the students, faculty and staff.

3. Maintain confidentiality in dealing with complaints of sexual harassment and ensure a fair and impartial investigation.

4. Conduct surprise inspections in the college premises and hostels to ensure a safe and secure environment for women.

This is a true and correct record of the proceedings of the meeting of the Anti Sexual Harassment Committee of Keshav Memorial Institute of Commerce and Sciences (KMICS) .

Authorized Signatory

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Implementation of guidelines of statutory/regulatory bodies

Date: 08-09-2021

Anti SC/ST Harassment Committee 2021-22

Constitution of Anti SC/ST Harassment Committee for Keshav Memorial Institute of Commerce and Sciences (KMICS)

Members of the Committee:

S. No	Name	Designation and Department
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2	K. Shadrak	Asst Prof, Dept. of Mathematics
3.	Dr. S. Padmakar	Asst. Prof. Dept. of Commerce
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6.	M. Prabhu KIRAM	Student – B.Com Com. Appl.
7.	P. Nitish Kumar	Student – B.Sc - MPCs
8.	K. Ganesh	Student – B.Sc - MSCs

Preamble:

At Keshav Memorial Institute of Commerce and Sciences (KMICS), the Anti-SC/ST Harassment Committee has been established to handle grievances concerning Scheduled Castes and Scheduled Tribes students. This committee is dedicated to safeguarding the rights and interests of SC/ST students, ensuring that any grievances they encounter are swiftly and efficiently addressed..

Objectives:

The aims of the Anti SC/ST Harassment Committee encompass:

1. Offering a forum for SC/ST students to express concerns regarding academic and non-academic issues.
2. Swiftly addressing complaints of discrimination, harassment, and other grievances encountered by SC/ST students.
3. Safeguarding the rights and interests of SC/ST students.
4. Ensuring equitable access to education and college resources for SC/ST students.

Composition of the Committee:

The Anti SC/ST Harassment Committee will include the following members:

- A designated officer who will act as the Chairperson of the committee.
- One SC/ST faculty member nominated by the Principal.
- One SC/ST non-teaching staff member nominated by the Principal.


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7. Receiving and handling grievances concerning SC/ST students.
8. Ensuring swift and efficient resolution of grievances.
9. Conducting necessary inquiries, investigations, and hearings to address grievances.
10. Recommending suitable actions to the Principal for grievance resolution.
11. Overseeing the execution of committee recommendations.
12. Furnishing regular reports to the Principal regarding committee operations.

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Convening:

The Anti SC/ST Harassment Committee will convene monthly during the academic year, with additional meetings scheduled as needed for urgent grievances.

Quorum Requirement:

A minimum of three members, including the Chairperson or their delegate, constitutes a quorum for Anti SC/ST Harassment Committee meetings.

Confidentiality Protocol:

The Anti SC/ST Harassment Committee will uphold strict confidentiality regarding all grievances received and investigations conducted.

Constitutional Review:

The constitution of the Anti SC/ST Harassment Committee will undergo an annual review to ensure its continued relevance and efficacy.

Constitutional Amendment:

Proposed amendments to the constitution require a two-thirds majority vote by SC/ST Grievance Committee members. Approved amendments will be forwarded to the Principal for final approval.

Signed by:

Principal

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Minutes of the meeting of the Anti SC/ST Harassment Committee

Date: 08-09-2021

Venue: Room No. G2 (Ground Floor)

Present:

S. No	Name	Designation and Department
1	Dr. Someshwar Rao	Principal and Chairperson
2	K. Shadrak	Asst Prof, Dept. of Mathematics
3.	Dr. S. Padmakar	Asst. Prof. Dept. of Commerce
4.	Arjun	Sr. Assistant - Office
5.	G. Naresh Kumar	Clerk - Office
6.	M. Prabhu KIRAM	Student – B.Com Com. Appl.
7.	P. Nitish Kumar	Student – B.Sc - MPCs
8.	K. Ganesh	Student – B.Sc - MSCs

Agenda:

3. Review of Received Grievances
4. Other Matters

Minutes:

Review of Received Grievances: The Chairperson apprised the committee that no grievances pertaining to SC/ST students had been received since the previous meeting. The committee expressed satisfaction that there were no reported incidents of harassment or discrimination.

Other Matters: The committee deliberated on the importance of raising awareness among students and staff regarding the rights of SC/ST students and the imperative to prevent discrimination and harassment. It was decided to organize a sensitization program for all members of the college community.

The meeting concluded with a vote of thanks to the Chairperson.

Signed by:

PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences

Narayanaguda, Hyderabad - 500 029

College Code No. 1110/218

Date: 21-09-2021



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Composition of the Committee:

The Anti-Ragging Committee shall be composed of the following members:

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3.	K. Sanjay Raj	Asst Prof, Dept of Commerce
4.	P. Shravanthi	Asst Prof, Dept of Chemistry
5.	Lakshmi Prasanna	Asst Prof, Dept of Commerce
6.	N. Tammi Reddy	Asst Prof, Dept of Commerce
7.	Dr. Annapoorna	Asst Prof, Dept of Languages
8.	Dr. Shraddha Tiwari	Asst Prof, Dept of Languages

Roles and Responsibilities:

The Anti-Ragging Committee shall have the following roles and responsibilities:

- To ensure strict adherence to regulations aimed at curbing the menace of ragging in higher educational institutions, as outlined by the UGC, and the guidelines issued by Osmania University (OU), along with any subsequent revisions.
- To monitor the implementation of the anti-ragging policy of the college and to take necessary measures for its effective implementation.
- To conduct surprise inspections in the college premises and hostels to check for any instances of ragging.
- To maintain records of all complaints received and actions taken on them.
- To take immediate and appropriate action against those found guilty of ragging, as per the provisions of the anti-ragging policy.
- To create awareness among the students about the ill effects of ragging and to promote a culture of mutual respect and understanding.
- To liaise with the local police administration, NGOs, and the media to create a conducive environment for the prevention of ragging.

PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences,
Narayanaguda, Hyderabad-500 029
College Code No: 1110/318



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

ESTD. 1945

Tenure of the Committee:

The Anti-Ragging Committee shall be constituted for a period of one academic year and shall be reconstituted every year. The Chairperson of the Committee may nominate a member to take charge in the event of any member resigning or being unable to discharge his/her duties.

Meetings and Quorum:

The Anti-Ragging Committee shall meet at least once a month or as and when necessary. The quorum for the meeting shall be one-third of the total number of members. The decisions of the Committee shall be taken by a majority of the members present and voting, and in the event of a tie, the Chairperson shall have the casting vote.

Powers:

The Anti-Ragging Committee shall have the power to:

- i) Summon any person related to the college who, in its opinion, is necessary for the inquiry into the complaint of ragging.
- ii) Collect evidence and examine any document related to the complaint of ragging.
- iii) Recommend to the Principal or any other authority of the college the action to be taken against the guilty persons.
- iv) Report the matter to the police if necessary and provide all necessary assistance in the investigation.
- v) Take any other action deemed necessary to prevent and combat ragging.

Conclusion:

The Anti-Ragging Committee shall strive to create a safe and conducive environment for the students to pursue their education without any fear of ragging. It shall work towards building a culture of mutual respect and understanding among the students and promote healthy relationships. The Committee shall encourage the students to report any instance of ragging or any other form of misconduct, without any fear of retribution. The success of the Anti-Ragging Committee shall be measured by the absence of any reported cases of ragging in the college. The Committee shall be accountable to the Principal and the Governing Body of the college. Any deviations from the provisions of this constitution shall be reported to the appropriate authorities for necessary action.

The members of the Committee shall ensure that the provisions of this constitution are strictly adhered to and take appropriate measures to prevent ragging in the college.

Signed:

Principal

PRINCIPAL

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Minutes of Meeting of Anti-Ragging Committee

Date: 21-09-2021

Venue: Room No. G3 (Ground Floor)

Members Present:

S. No	Name	Designation and Department
1	Dr. Someshwar Rao	Principal and Chairperson
2	N. Uma Devi	Vice Principal
3.	K. Sanjay Raj	Asst Prof, Dept of Commerce
4.	P. Shravanthi	Asst Prof, Dept of Chemistry
5.	Lakshmi Prasanna	Asst Prof, Dept of Commerce
6.	N. Tammi Reddy	Asst Prof, Dept of Commerce
7.	Dr. Annapoorna	Asst Prof, Dept of Languages
8.	Dr. Shraddha Tiwari	Asst Prof, Dept of Languages

Agenda:

1. To discuss the measures taken to prevent ragging in the college.
2. To review the anti-ragging policy of the college.
3. To discuss the action taken on the complaints received, if any.
4. Any other matter with the permission of the Chairperson.

Proceedings:

1. The Chairperson of the Anti-Ragging Committee welcomed all the members present and thanked them for their participation in the meeting.
2. The Chairperson informed the members that the college has taken various measures to prevent ragging, such as conducting orientation sessions for the new students, sensitizing the senior students about the ill effects of ragging, displaying posters and banners against ragging, and creating Anti-Ragging Helpline.
3. The Committee reviewed the anti-ragging policy of the college in the context of strict compliance with the guidelines by Osmania University including the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, as amended by the University Grants Commission (Prevention and Prohibition of Ragging) Regulations, 2012 and subsequent amendments thereof.
4. The Chairperson informed the Committee that there were no complaints of ragging received during the current academic year.
5. The Committee discussed the importance of creating awareness among the students about the ill effects of ragging and promoting a culture of mutual respect and understanding. It was decided to organize more awareness programs and workshops for the students and to involve the parents and teachers in the process.


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6. The Committee also discussed the importance of maintaining records of all complaints received and actions taken on them. It was decided to maintain a separate register for this purpose and to update it regularly.

7. The Committee also decided to conduct surprise inspections in the college premises and hostels to check for any instances of ragging.

8. The Chairperson thanked all the members for their valuable inputs and suggestions and concluded the meeting.

Action Points:

1. Stricter implementation of the anti-ragging policy of the college to ensure strict compliance with the UGC Regulations.

2. Organize more awareness programs and workshops for the students.

3. Maintain a separate register for complaints received and actions taken on them.

4. Conduct surprise inspections in the college premises and hostels to check for any instances of ragging.

This is a true and correct record of the proceedings of the meeting of the Anti-Ragging Committee of Keshav Memorial Institute of Commerce and Sciences (KMICS) held today.

Authorized Signatory

PRINCIPAL

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Date: 18-10-2021

Anti Sexual Harassment Committee 2021-22

The Anti Sexual Harassment Committee (ASHC) is constituted by Keshav Memorial Institute of Commerce and Sciences (KMICS) for the academic year 2021-22 as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the guidelines issued by the University Grants Commission (UGC) and other statutory bodies.

Objective:

The objective of the ASHC is to provide a safe and harassment-free environment for all students, staff, and faculty members of Keshav Memorial Institute of Commerce and Sciences (KMICS), and to address any complaints of sexual harassment fairly and transparently.

Composition:

The Committee shall consist of the following members:

S. No	Name	Designation and Department
1	Dr. Someshwar Rao	Principal
2	N. Uma Devi	Vice Principal
3.	Shoba Rani	Asst Prof, Dept of Mathematics
4.	Vijitha	Asst Prof, Dept of Com. Sciences
5.	Dr. Padmakar	Asst. Prof, Dept of Commerce
6.	M. Swathi	Asst. Prof, Dept of Commerce
7.	Hema Malani	Sr. Accountant - Office
8.	Radhika	Clerk - Office

The Presiding Officer of the ASHC shall be a woman, and all members shall have a good understanding of the issues related to sexual harassment and shall be committed to the cause of women's rights. The members shall be appointed for a term of one academic year and may be re-appointed for subsequent terms.

Functions:

The Committee shall have the following functions:

1. To receive complaints of sexual harassment from any student, staff, or faculty member of Keshav Memorial Institute of Commerce and Sciences (KMICS)
2. To conduct a preliminary inquiry into the complaint to determine the prima facie case.
3. To provide an opportunity for the respondent to respond to the allegations.
4. To conduct a detailed inquiry if the preliminary inquiry reveals a prima facie case.
5. To make a decision based on the evidence and principles of natural justice.


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6. To recommend appropriate remedial action if sexual harassment is found to have occurred.
7. To maintain records of the complaints received and processed by the committee, and to report to the statutory authorities as required by law.

Complaint Mechanism:

The Committee shall establish the following mechanism for receiving and processing complaints of sexual harassment:

1. A dedicated email address: principal.kmics@gmail.com
2. A helpline number: 040-23224651
3. A physical drop-box located at : Office
4. Online form on the website

The mechanism shall ensure the confidentiality of the complainant's identity and the information provided.

Training:

The members of the committee shall receive adequate training on the legal provisions related to sexual harassment, the procedures for handling complaints, and the principles of natural justice.

Communication:

The Committee shall notify the formation of the committee through a public notice or circular, specifying the names and contact details of the members, the terms of reference of the committee, and the procedures for filing complaints. It shall also communicate its decision to the complainant and the respondent in writing, along with the reasons for the decision.

Effective Date:

This constitution shall come into effect from today.

Signed:

PRINCIPAL

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Minutes of Meeting of Anti Sexual Harassment Committee 2021-22

Date: 10-10-2021

Venue: [insert venue]

Present:

S. No	Name	Designation and Department
1	Dr. Someshwar Rao	Principal
2	N. Uma Devi	Vice Principal
3.	Shoba Rani	Asst Prof, Dept of Mathematics
4.	Vijitha	Asst Prof, Dept of Com. Sciences
5.	Dr. Padmakar	Asst. Prof, Dept of Commerce
6.	Hema Malani	Sr. Accountant - Office

Agenda:

1. To discuss the implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in the college.
2. To review the sexual harassment policy of the college.
3. To discuss the action taken on the complaints received, if any.
4. Any other matter with the permission of the Chairperson.

Proceedings:

1. The Chairperson of the Anti Sexual Harassment Committee welcomed all the members present and thanked them for their participation in the meeting.
2. The Chairperson informed the members that the college has implemented the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in the college and has constituted the Anti Sexual Harassment Committee as per the Act.
3. The Committee reviewed the sexual harassment policy of the college and discussed stricter compliance with the Act and to make it more comprehensive.
4. The Chairperson informed the Committee that there were no complaints of sexual harassment received during the current academic year.
5. The Committee discussed the importance of creating awareness among the students, faculty, and staff about sexual harassment and the redressal mechanism available in the college. It was decided to organize more awareness programs and workshops for the students, faculty, and staff.

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6. The Committee also discussed the importance of maintaining confidentiality in dealing with complaints of sexual harassment and ensuring a fair and impartial investigation.

7. The Committee also decided to conduct surprise inspections in the college premises and hostels to ensure a safe and secure environment for women.

8. The Chairperson thanked all the members for their valuable inputs and suggestions and concluded the meeting.

Action Points:

1. More effective sexual harassment policy of the college to ensure strict compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

2. Organize more awareness programs and workshops for the students, faculty and staff.

3. Maintain confidentiality in dealing with complaints of sexual harassment and ensure a fair and impartial investigation.

4. Conduct surprise inspections in the college premises and hostels to ensure a safe and secure environment for women.

This is a true and correct record of the proceedings of the meeting of the Anti Sexual Harassment Committee of Keshav Memorial Institute of Commerce and Sciences (KMICS) .

Authorized Signatory

PRINCIPAL

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Implementation of guidelines of statutory/regulatory bodies

Date: 28-10-2020

Anti SC/ST Harassment Committee 2020-21

Constitution of Anti SC/ST Harassment Committee for Keshav Memorial Institute of Commerce and Sciences (KMICS)

Members of the Committee:

S. No	Name	Designation and Department
1	Dr. J. Nageshwar Rao	Principal and Chairperson
2	K. Shadrak	Asst Prof, Dept of Commerce
3.	N. Tammi Reddy	Asst. Prof. Dept of Commerce
4.	Arjun	Sr. Assistant - Office
5.	G. Naresh Kumar	Clerk - Office
6.	P. Adarsh	Student / B.Com - Hons
7.	S. Vishwa Sai	Student / B.Sc - MPC
8.	V. Mahesh Nayak	Student / B.Sc - MSCs

Preamble:

At Keshav Memorial Institute of Commerce and Sciences (KMICS), the Anti-SC/ST Harassment Committee has been established to handle grievances concerning Scheduled Castes and Scheduled Tribes students. This committee is dedicated to safeguarding the rights and interests of SC/ST students, ensuring that any grievances they encounter are swiftly and efficiently addressed.

Objectives:

The aims of the Anti SC/ST Harassment Committee encompass:

1. Offering a forum for SC/ST students to express concerns regarding academic and non-academic issues.
2. Swiftly addressing complaints of discrimination, harassment, and other grievances encountered by SC/ST students.
3. Safeguarding the rights and interests of SC/ST students.
4. Ensuring equitable access to education and college resources for SC/ST students.

Composition of the Committee:

The Anti SC/ST Harassment Committee will include the following members:

- A designated officer who will act as the Chairperson of the committee.
- One SC/ST faculty member nominated by the Principal.
- One SC/ST non-teaching staff member nominated by the Principal.


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- Two SC/ST students from each course/department, elected by the SC/ST students of that course/department.

Functions and Responsibilities of the Committee:

The functions and responsibilities of the Anti SC/ST Harassment Committee encompass:

13. Receiving and handling grievances concerning SC/ST students.
14. Ensuring swift and efficient resolution of grievances.
15. Conducting necessary inquiries, investigations, and hearings to address grievances.
16. Recommending suitable actions to the Principal for grievance resolution.
17. Overseeing the execution of committee recommendations.
18. Furnishing regular reports to the Principal regarding committee operations

Term of Tenure:

The members of the Anti SC/ST Harassment Committee will serve for one academic year, with the possibility of reappointment for subsequent terms.

Convening:

The Anti SC/ST Harassment Committee will convene monthly during the academic year, with additional meetings scheduled as needed for urgent grievances.

Quorum Requirement:

A minimum of three members, including the Chairperson or their delegate, constitutes a quorum for Anti SC/ST Harassment Committee meetings.

Confidentiality Protocol:

The Anti SC/ST Harassment Committee will uphold strict confidentiality regarding all grievances received and investigations conducted.

Constitutional Review:

The constitution of the Anti SC/ST Harassment Committee will undergo an annual review to ensure its continued relevance and efficacy.

Constitutional Amendment:

Proposed amendments to the constitution require a two-thirds majority vote by SC/ST Grievance Committee members. Approved amendments will be forwarded to the Principal for final approval.

Signed by:

Principal

PRINCIPAL

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Minutes of the meeting of the Anti SC/ST Harassment Committee

Date: 28-10-2020

Venue: Room No. G4 (Ground Floor)

Present:

S. No	Name	Designation and Department
1	Dr. J. Nageshwar Rao	Principal and Chairperson
2	K. Shadrak	Asst Prof, Dept of Commerce
3.	N. Tammi Reddy	Asst. Prof. Dept of Commerce
4.	Arjun	Sr. Assistant - Office
5.	G. Naresh Kumar	Clerk - Office
6.	P. Adarsh	Student / B.Com - Hons
7.	S. Vishwa Sai	Student / B.Sc - MPC
8.	V. Mahesh Nayak	Student / B.Sc - MSCs

Agenda:

5. Review of Received Grievances
6. Other Matters

Minutes:

Review of Received Grievances: The Chairperson apprised the committee that no grievances pertaining to SC/ST students had been received since the previous meeting. The committee expressed satisfaction that there were no reported incidents of harassment or discrimination.

Other Matters: The committee deliberated on the importance of raising awareness among students and staff regarding the rights of SC/ST students and the imperative to prevent discrimination and harassment. It was decided to organize a sensitization program for all members of the college community.

The meeting concluded with a vote of thanks to the Chairperson.

Signed by:

PRINCIPAL

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Date: 21-10-2020

Anti Ragging Committee 2020-21

Objective:

The objective of the Anti-Ragging Committee is to prevent any form of ragging within the college premises or outside of it, in compliance with the provisions set forth by the UGC, and the guidelines issued by Osmania University, along with any other relevant regulations, statutes, or guidelines issued by statutory authorities.

Composition of the Committee:

The Anti-Ragging Committee shall be composed of the following members:

S. No	Name	Designation and Department
1	Dr. J. Nageshwar Rao	Principal and Chairperson
2	Dr. Somanath	Vice Principal
3.	K. Sanjay Raj	Asst Prof, Dept of Commerce
4.	P. Shravanthi	Asst Prof, Dept of Chemistry
5.	K. Sreedevi	Asst Prof, Dept of Commerce
6.	A. Padmaja	Asst Prof, Dept of Micro Biology
7.	M. Swathi	Asst. Prof. Dept. of Commerce
8.	Krishna Prasad	Asst. Prof. Dept. of Chemistry

Roles and Responsibilities:

The Anti-Ragging Committee shall have the following roles and responsibilities:

- To ensure strict adherence to regulations aimed at curbing the menace of ragging in higher educational institutions, as outlined by the UGC, and the guidelines issued by Osmania University (OU), along with any subsequent revisions.
- To monitor the implementation of the anti-ragging policy of the college and to take necessary measures for its effective implementation.
- To conduct surprise inspections in the college premises and hostels to check for any instances of ragging.
- To maintain records of all complaints received and actions taken on them.
- To take immediate and appropriate action against those found guilty of ragging, as per the provisions of the anti-ragging policy.
- To create awareness among the students about the ill effects of ragging and to promote a culture of mutual respect and understanding.
- To liaise with the local police administration, NGOs, and the media to create a conducive environment for the prevention of ragging.


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Tenure of the Committee:

The Anti-Ragging Committee shall be constituted for a period of one academic year and shall be reconstituted every year. The Chairperson of the Committee may nominate a member to take charge in the event of any member resigning or being unable to discharge his/her duties.

Meetings and Quorum:

The Anti-Ragging Committee shall meet at least once a month or as and when necessary. The quorum for the meeting shall be one-third of the total number of members. The decisions of the Committee shall be taken by a majority of the members present and voting, and in the event of a tie, the Chairperson shall have the casting vote.

Powers:

The Anti-Ragging Committee shall have the power to:

- i) Summon any person related to the college who, in its opinion, is necessary for the inquiry into the complaint of ragging.
- ii) Collect evidence and examine any document related to the complaint of ragging.
- iii) Recommend to the Principal or any other authority of the college the action to be taken against the guilty persons.
- iv) Report the matter to the police if necessary and provide all necessary assistance in the investigation.
- v) Take any other action deemed necessary to prevent and combat ragging.

Conclusion:

The Anti-Ragging Committee shall strive to create a safe and conducive environment for the students to pursue their education without any fear of ragging. It shall work towards building a culture of mutual respect and understanding among the students and promote healthy relationships. The Committee shall encourage the students to report any instance of ragging or any other form of misconduct, without any fear of retribution. The success of the Anti-Ragging Committee shall be measured by the absence of any reported cases of ragging in the college. The Committee shall be accountable to the Principal and the Governing Body of the college. Any deviations from the provisions of this constitution shall be reported to the appropriate authorities for necessary action.

The members of the Committee shall ensure that the provisions of this constitution are strictly adhered to and take appropriate measures to prevent ragging in the college.

Signed:

Principal

PRINCIPAL

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ESTD. 1945

Minutes of Meeting of Anti-Ragging Committee

Date: 21-10-2020

Venue: Room No. F14 (First Floor)

Members Present:

S. No	Name	Designation and Department
1	Dr. J. Nageshwar Rao	Principal and Chairperson
2	Dr. Somanath	Vice Principal
3.	K. Sanjay Raj	Asst Prof, Dept of Commerce
4.	P. Shrvanthi	Asst Prof, Dept of Chemistry
5.	K. Sreedevi	Asst Prof, Dept of Commerce
6.	A. Padmaja	Asst Prof, Dept of Micro Biology
7.	M. Swathi	Asst. Prof. Dept. of Commerce
8.	Krishna Prasad	Asst. Prof. Dept. of Chemistry

Agenda:

1. To discuss the measures taken to prevent ragging in the college.
2. To review the anti-ragging policy of the college.
3. To discuss the action taken on the complaints received, if any.
4. Any other matter with the permission of the Chairperson.

Proceedings:

1. The Chairperson of the Anti-Ragging Committee welcomed all the members present and thanked them for their participation in the meeting.
2. The Chairperson informed the members that the college has taken various measures to prevent ragging, such as conducting orientation sessions for the new students, sensitizing the senior students about the ill effects of ragging, displaying posters and banners against ragging, and creating Anti-Ragging Helpline.
3. The Committee reviewed the anti-ragging policy of the college in the context of strict compliance with the Osmania University guidelines including the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, as amended by the University Grants Commission (Prevention and Prohibition of Ragging) Regulations, 2012 and subsequent amendments thereof.
4. The Chairperson informed the Committee that there were no complaints of ragging received during the current academic year.
5. The Committee discussed the importance of creating awareness among the students about the ill effects of ragging and promoting a culture of mutual respect and understanding. It was decided to organize more awareness programs and workshops for the students and to involve the parents and teachers in the process.


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6. The Committee also discussed the importance of maintaining records of all complaints received and actions taken on them. It was decided to maintain a separate register for this purpose and to update it regularly.

7. The Committee also decided to conduct surprise inspections in the college premises and hostels to check for any instances of ragging.

8. The Chairperson thanked all the members for their valuable inputs and suggestions and concluded the meeting.

Action Points:

1. Stricter implementation of the anti-ragging policy of the college to ensure strict compliance with the UGC Regulations.

2. Organize more awareness programs and workshops for the students.

3. Maintain a separate register for complaints received and actions taken on them.

4. Conduct surprise inspections in the college premises and hostels to check for any instances of ragging.

This is a true and correct record of the proceedings of the meeting of the Anti-Ragging Committee of Keshav Memorial Institute of Commerce and Sciences (KMICS) held today.

Authorized Signatory

PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences

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ESTD. 1945

Date: 29-10-2020

Anti Sexual Harassment Committee 2020-21

The Anti Sexual Harassment Committee (ASHC) is constituted by Keshav Memorial Institute of Commerce and Sciences (KMICS) for the academic year 2020-21 as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the guidelines issued by the University Grants Commission (UGC) and other statutory bodies.

Objective:

The objective of the ASHC is to provide a safe and harassment-free environment for all students, staff, and faculty members of Keshav Memorial Institute of Commerce and Sciences (KMICS), and to address any complaints of sexual harassment fairly and transparently.

Composition:

The Committee shall consist of the following members:

S. No	Name	Designation and Department
1	Dr. Nageshwar Rao	Principal
2	Shoba Rani	Asst Prof, Dept of Mathematics
3.	N. Umidevi	Asst Prof, Dept of English
4.	M. Swathi	Asst Prof, Dept of Commerce
5.	Sucheta Patankar	Asst Prof, Dept of Commerce
6.	K. Sreedevi	Asst Prof, Dept of Commerce
7.	Hema Malini	Sr. Accountant - Office
8.	Radhika	Clerk - Office

The Presiding Officer of the ASHC shall be a woman, and all members shall have a good understanding of the issues related to sexual harassment and shall be committed to the cause of women's rights. The members shall be appointed for a term of one academic year and may be re-appointed for subsequent terms.

Functions:

The Committee shall have the following functions:

1. To receive complaints of sexual harassment from any student, staff, or faculty member of Keshav Memorial Institute of Commerce and Sciences (KMICS)
2. To conduct a preliminary inquiry into the complaint to determine the prima facie case.
3. To provide an opportunity for the respondent to respond to the allegations.
4. To conduct a detailed inquiry if the preliminary inquiry reveals a prima facie case.
5. To make a decision based on the evidence and principles of natural justice.
6. To recommend appropriate remedial action if sexual harassment is found to have occurred.


PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences,
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College Code No. 1110/318



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

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7. To maintain records of the complaints received and processed by the committee, and to report to the statutory authorities as required by law.

Complaint Mechanism:

The Committee shall establish the following mechanism for receiving and processing complaints of sexual harassment:

1. A dedicated email address: principal.kmics@gmail.com
2. A helpline number: 040-23224651
3. A physical drop-box located at : Office
4. Online form on the website

The mechanism shall ensure the confidentiality of the complainant's identity and the information provided.

Training:

The members of the committee shall receive adequate training on the legal provisions related to sexual harassment, the procedures for handling complaints, and the principles of natural justice.

Communication:

The Committee shall notify the formation of the committee through a public notice or circular, specifying the names and contact details of the members, the terms of reference of the committee, and the procedures for filing complaints. It shall also communicate its decision to the complainant and the respondent in writing, along with the reasons for the decision.

Effective Date:

This constitution shall come into effect from today.

Signed:

PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences,
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Minutes of Meeting of Anti Sexual Harassment Committee 2020-21

Date: 29-10-2020

Venue: Principal Office (Ground Floor)

Present:

S. No	Name	Designation and Department
1	Dr. Nageshwar Rao	Principal
2	Shoba Rani	Asst Prof, Dept of Mathematics
3.	N. Umidevi	Asst Prof, Dept of English
4.	M. Swathi	Asst Prof, Dept of Commerce
5.	Sucheta Patankar	Asst Prof, Dept of Commerce
6.	K. Sreedevi	Asst Prof, Dept of Commerce
7.	Hema Malini	Sr. Accountant - Office
8.	Radhika	Clerk - Office

Agenda:

1. To discuss the implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in the college.
2. To review the sexual harassment policy of the college.
3. To discuss the action taken on the complaints received, if any.
4. Any other matter with the permission of the Chairperson.

Proceedings:

1. The Chairperson of the Anti Sexual Harassment Committee welcomed all the members present and thanked them for their participation in the meeting.
2. The Chairperson informed the members that the college has implemented the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in the college and has constituted the Anti Sexual Harassment Committee as per the Act.
3. The Committee reviewed the sexual harassment policy of the college and discussed stricter compliance with the Act and to make it more comprehensive.
4. The Chairperson informed the Committee that there were no complaints of sexual harassment received during the current academic year.
5. The Committee discussed the importance of creating awareness among the students, faculty, and staff about sexual harassment and the redressal mechanism available in the college. It was decided to organize more awareness programs and workshops for the students, faculty, and staff.
6. The Committee also discussed the importance of maintaining confidentiality in dealing with complaints of sexual harassment and ensuring a fair and impartial investigation.

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7. The Committee also decided to conduct surprise inspections in the college premises and hostels to ensure a safe and secure environment for women.

8. The Chairperson thanked all the members for their valuable inputs and suggestions and concluded the meeting.

Action Points:

1. More effective sexual harassment policy of the college to ensure strict compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

2. Organize more awareness programs and workshops for the students, faculty and staff.

3. Maintain confidentiality in dealing with complaints of sexual harassment and ensure a fair and impartial investigation.

4. Conduct surprise inspections in the college premises and hostels to ensure a safe and secure environment for women.

This is a true and correct record of the proceedings of the meeting of the Anti Sexual Harassment Committee of Keshav Memorial Institute of Commerce and Sciences (KMICS) .

Authorized Signatory

PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences

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Implementation of guidelines of statutory/regulatory bodies

Date: 23-08-2019

Anti SC/ST Harassment Committee 2019-20

Constitution of Anti SC/ST Harassment Committee for Keshav Memorial Institute of Commerce and Sciences (KMICS)

Members of the Committee:

S. No	Name	Designation and Department
1	Dr. J. Nageshwar Rao	Principal and Chairperson
2	Dr. B. Kiran Kumar	Asst. Prof. Dept. of Bio-Tech.
3.	G. Himabindu	Asst. Prof. Deopt of Chemistry
4.	Ashok	Sr. Assistant – Office
5.	Arjun	Sr. Assistant – Office
6.	Devi Sri Prasad Bhupathi	Student / B.Com General
7.	M. Koushik Kumar	Student / B.Com Com. Appl.
8.	K. Mahesh	Student / B.Sc - MSCs

Preamble:

At Keshav Memorial Institute of Commerce and Sciences (KMICS), the Anti-SC/ST Harassment Committee has been established to handle grievances concerning Scheduled Castes and Scheduled Tribes students. This committee is dedicated to safeguarding the rights and interests of SC/ST students, ensuring that any grievances they encounter are swiftly and efficiently addressed.

Objectives:

The aims of the Anti SC/ST Harassment Committee encompass:

1. Offering a forum for SC/ST students to express concerns regarding academic and non-academic issues.
2. Swiftly addressing complaints of discrimination, harassment, and other grievances encountered by SC/ST students.
3. Safeguarding the rights and interests of SC/ST students.
4. Ensuring equitable access to education and college resources for SC/ST students.

Composition of the Committee:

The Anti SC/ST Harassment Committee will include the following members:

- A designated officer who will act as the Chairperson of the committee.
- One SC/ST faculty member nominated by the Principal.
- One SC/ST non-teaching staff member nominated by the Principal.



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- Two SC/ST students from each course/department, elected by the SC/ST students of that course/department.

Functions and Responsibilities of the Committee:

The functions and responsibilities of the Anti SC/ST Harassment Committee encompass:

19. Receiving and handling grievances concerning SC/ST students.
20. Ensuring swift and efficient resolution of grievances.
21. Conducting necessary inquiries, investigations, and hearings to address grievances.
22. Recommending suitable actions to the Principal for grievance resolution.
23. Overseeing the execution of committee recommendations.
24. Furnishing regular reports to the Principal regarding committee operations

Term of Tenure:

The members of the Anti SC/ST Harassment Committee will serve for one academic year, with the possibility of reappointment for subsequent terms.

Convening:

The Anti SC/ST Harassment Committee will convene monthly during the academic year, with additional meetings scheduled as needed for urgent grievances.

Quorum Requirement:

A minimum of three members, including the Chairperson or their delegate, constitutes a quorum for Anti SC/ST Harassment Committee meetings.

Confidentiality Protocol:

The Anti SC/ST Harassment Committee will uphold strict confidentiality regarding all grievances received and investigations conducted.

Constitutional Review:

The constitution of the Anti SC/ST Harassment Committee will undergo an annual review to ensure its continued relevance and efficacy.

Constitutional Amendment:

Proposed amendments to the constitution require a two-thirds majority vote by SC/ST Grievance Committee members. Approved amendments will be forwarded to the Principal for final approval.

Signed by:

Principal

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Minutes of the meeting of the Anti SC/ST Harassment Committee

Date: 23-08-2019

Venue: G5 Ground Floor

Present:

S. No	Name	Designation and Department
1	Dr. J. Nageshwar Rao	Principal and Chairperson
2	Dr. B. Kiran Kumar	Asst. Prof. Dept. of Bio-Tech.
3.	G. Himabindu	Asst. Prof. Deopt of Chemistry
4.	Ashok	Sr. Assistant – Office
5.	Arjun	Sr. Assistant – Office
6.	Devi Sri Prasad Bhupathi	Student / B.Com General
7.	M. Koushik Kumar	Student / B.Com Com. Appl.
8.	K. Mahesh	Student / B.Sc - MSCs

Agenda:

7. Review of Received Grievances
8. Other Matters

Minutes:

Review of Received Grievances: The Chairperson apprised the committee that no grievances pertaining to SC/ST students had been received since the previous meeting. The committee expressed satisfaction that there were no reported incidents of harassment or discrimination.

Other Matters: The committee deliberated on the importance of raising awareness among students and staff regarding the rights of SC/ST students and the imperative to prevent discrimination and harassment. It was decided to organize a sensitization program for all members of the college community.

The meeting concluded with a vote of thanks to the Chairperson.

Signed by:


PRINCIPAL

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Date: 16-09-2019

Anti Ragging Committee 2019-20

Objective:

The objective of the Anti-Ragging Committee is to prevent any form of ragging within the college premises or outside of it, in compliance with the provisions set forth by the UGC, and guidelines issued by Osmania University, along with any other relevant regulations, statutes, or guidelines issued by statutory authorities.

Composition of the Committee:

The Anti-Ragging Committee shall be composed of the following members:

S. No	Name	Designation and Department
1	Dr. J. Nageshwar Rao	Principal and Chairperson
2	Dr. P. Somnath	Vice Principal
3.	R. Srikanth	Asst Prof, Dept of Languages
4.	P. Shravanthi	Asst. Prof. Dept of Chemistry
5.	M. Soujanya	Asst. Prof. Dept of Commerce
6.	N. Tammi Reddy	Asst. Prof. Dept of Commerce
7.	Beena Patel	Asst. Prof. Dept of Languages
8.	Dr. Annapoorna	Asst. Prof. Dept of Languages

Roles and Responsibilities:

The Anti-Ragging Committee shall have the following roles and responsibilities:

- To ensure strict adherence to regulations aimed at curbing the menace of ragging in higher educational institutions, as outlined by the UGC, and the guidelines issued by Osmania University (OU), along with any subsequent revisions.
- To monitor the implementation of the anti-ragging policy of the college and to take necessary measures for its effective implementation.
- To conduct surprise inspections in the college premises and hostels to check for any instances of ragging.
- To maintain records of all complaints received and actions taken on them.
- To take immediate and appropriate action against those found guilty of ragging, as per the provisions of the anti-ragging policy.
- To create awareness among the students about the ill effects of ragging and to promote a culture of mutual respect and understanding.
- To liaise with the local police administration, NGOs, and the media to create a conducive environment for the prevention of ragging.

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Tenure of the Committee:

The Anti-Ragging Committee shall be constituted for a period of one academic year and shall be reconstituted every year. The Chairperson of the Committee may nominate a member to take charge in the event of any member resigning or being unable to discharge his/her duties.

Meetings and Quorum:

The Anti-Ragging Committee shall meet at least once a month or as and when necessary. The quorum for the meeting shall be one-third of the total number of members. The decisions of the Committee shall be taken by a majority of the members present and voting, and in the event of a tie, the Chairperson shall have the casting vote.

Powers:

The Anti-Ragging Committee shall have the power to:

- i) Summon any person related to the college who, in its opinion, is necessary for the inquiry into the complaint of ragging.
- ii) Collect evidence and examine any document related to the complaint of ragging.
- iii) Recommend to the Principal or any other authority of the college the action to be taken against the guilty persons.
- iv) Report the matter to the police if necessary and provide all necessary assistance in the investigation.
- v) Take any other action deemed necessary to prevent and combat ragging.

Conclusion:

The Anti-Ragging Committee shall strive to create a safe and conducive environment for the students to pursue their education without any fear of ragging. It shall work towards building a culture of mutual respect and understanding among the students and promote healthy relationships. The Committee shall encourage the students to report any instance of ragging or any other form of misconduct, without any fear of retribution. The success of the Anti-Ragging Committee shall be measured by the absence of any reported cases of ragging in the college. The Committee shall be accountable to the Principal and the Governing Body of the college. Any deviations from the provisions of this constitution shall be reported to the appropriate authorities for necessary action.

The members of the Committee shall ensure that the provisions of this constitution are strictly adhered to and take appropriate measures to prevent ragging in the college.

Signed:

Principal

PRINCIPAL

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Minutes of Meeting of Anti-Ragging Committee

Date: 16-09-2019

Venue: Room No. G4 (Ground Floor)

Members Present:

S. No	Name	Designation and Department
1	Dr. J. Nageshwar Rao	Principal and Chairperson
2	Dr. P. Somnath	Vice Principal
3.	R. Srikanth	Asst Prof, Dept of Languages
4.	P. Shrvanathi	Asst. Prof. Dept of Chemistry
5.	M. Soujanya	Asst. Prof. Dept of Commerce
6.	N. Tammi Reddy	Asst. Prof. Dept of Commerce
7.	Beena Patel	Asst. Prof. Dept of Languages
8.	Dr. Annapoorna	Asst. Prof. Dept of Languages

Agenda:

1. To discuss the measures taken to prevent ragging in the college.
2. To review the anti-ragging policy of the college.
3. To discuss the action taken on the complaints received, if any.
4. Any other matter with the permission of the Chairperson.

Proceedings:

1. The Chairperson of the Anti-Ragging Committee welcomed all the members present and thanked them for their participation in the meeting.
2. The Chairperson informed the members that the college has taken various measures to prevent ragging, such as conducting orientation sessions for the new students, sensitizing the senior students about the ill effects of ragging, displaying posters and banners against ragging, and creating Anti-Ragging Helpline.
3. The Committee reviewed the anti-ragging policy of the college in the context of strict compliance with the Osmania University guidelines including the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, as amended by the University Grants Commission (Prevention and Prohibition of Ragging) Regulations, 2012 and subsequent amendments thereof.
4. The Chairperson informed the Committee that there were no complaints of ragging received during the current academic year.
5. The Committee discussed the importance of creating awareness among the students about the ill effects of ragging and promoting a culture of mutual respect and understanding. It was decided to organize more awareness programs and workshops for the students and to involve the parents and teachers in the process.


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6. The Committee also discussed the importance of maintaining records of all complaints received and actions taken on them. It was decided to maintain a separate register for this purpose and to update it regularly.

7. The Committee also decided to conduct surprise inspections in the college premises and hostels to check for any instances of ragging.

8. The Chairperson thanked all the members for their valuable inputs and suggestions and concluded the meeting.

Action Points:

1. Stricter implementation of the anti-ragging policy of the college to ensure strict compliance with the UGC Regulations.
2. Organize more awareness programs and workshops for the students.
3. Maintain a separate register for complaints received and actions taken on them.
4. Conduct surprise inspections in the college premises and hostels to check for any instances of ragging.

This is a true and correct record of the proceedings of the meeting of the Anti-Ragging Committee of Keshav Memorial Institute of Commerce and Sciences (KMICS) held today.

Authorized Signatory

PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences

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Date: 19-09-2019

Anti Sexual Harassment Committee 2019-20

The Anti Sexual Harassment Committee (ASHC) is constituted by Keshav Memorial Institute of Commerce and Sciences (KMICS) for the academic year 2019-20 as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the guidelines issued by the University Grants Commission (UGC) and other statutory bodies.

Objective:

The objective of the ASHC is to provide a safe and harassment-free environment for all students, staff, and faculty members of Keshav Memorial Institute of Commerce and Sciences (KMICS), and to address any complaints of sexual harassment fairly and transparently.

Composition:

The Committee shall consist of the following members:

S. No	Name	Designation and Department
1	Dr J. Nageshwar Rao	Principal
2	Smt. Shoba Rani	Asst. Prof, Dept of Mathematics
3.	N. Uma Devi	Asst Prof, Dept of English
4.	Vijitha	Asst Prof, Dept of Com. Sciences
5.	Sucheta Patankar	Asst Prof, Dept of Commerce
6.	Radhika	Asst. Prof. Dept of Mathematics
7.	Hema Malini	Sr. Accountant - Office
8.	Radhika	Clerk - Office

The Presiding Officer of the ASHC shall be a woman, and all members shall have a good understanding of the issues related to sexual harassment and shall be committed to the cause of women's rights. The members shall be appointed for a term of one academic year and may be re-appointed for subsequent terms.

Functions:

The Committee shall have the following functions:

1. To receive complaints of sexual harassment from any student, staff, or faculty member of Keshav Memorial Institute of Commerce and Sciences (KMICS)
2. To conduct a preliminary inquiry into the complaint to determine the prima facie case.
3. To provide an opportunity for the respondent to respond to the allegations.
4. To conduct a detailed inquiry if the preliminary inquiry reveals a prima facie case.
5. To make a decision based on the evidence and principles of natural justice.


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6. To recommend appropriate remedial action if sexual harassment is found to have occurred.

7. To maintain records of the complaints received and processed by the committee, and to report to the statutory authorities as required by law.

Complaint Mechanism:

The Committee shall establish the following mechanism for receiving and processing complaints of sexual harassment:

1. A dedicated email address: principal.kmics@gmail.com

2. A helpline number: [Helpline Number]

3. A physical drop-box located at [Location]

4. Online form on the website

The mechanism shall ensure the confidentiality of the complainant's identity and the information provided.

Training:

The members of the committee shall receive adequate training on the legal provisions related to sexual harassment, the procedures for handling complaints, and the principles of natural justice.

Communication:

The Committee shall notify the formation of the committee through a public notice or circular, specifying the names and contact details of the members, the terms of reference of the committee, and the procedures for filing complaints. It shall also communicate its decision to the complainant and the respondent in writing, along with the reasons for the decision.

Effective Date:

This constitution shall come into effect from today.

Signed:

PRINCIPAL

Keshav Memorial Institute of Commerce & Science,

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Minutes of Meeting of Anti Sexual Harassment Committee 2019-20

Date : 19-09-2019

Venue: Room No. G5 (Ground Floor)

Present:

S. No	Name	Designation and Department
1	Dr J. Nageshwar Rao	Principal
2	Smt. Shoba Rani	Asst. Prof, Dept of Mathematics
3.	N. Uma Devi	Asst Prof, Dept of English
4.	Vijitha	Asst Prof, Dept of Com. Sciences
5.	Sucheta Patankar	Asst Prof, Dept of Commerce
6.	Radhika	Asst. Prof. Dept of Mathematics
7.	Hema Malini	Sr. Accountant - Office
8.	Radhika	Clerk - Office

Agenda:

1. To discuss the implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in the college.
2. To review the sexual harassment policy of the college.
3. To discuss the action taken on the complaints received, if any.
4. Any other matter with the permission of the Chairperson.

Proceedings:

1. The Chairperson of the Anti Sexual Harassment Committee welcomed all the members present and thanked them for their participation in the meeting.
2. The Chairperson informed the members that the college has implemented the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in the college and has constituted the Anti Sexual Harassment Committee as per the Act.
3. The Committee reviewed the sexual harassment policy of the college and discussed stricter compliance with the Act and to make it more comprehensive.
4. The Chairperson informed the Committee that there were no complaints of sexual harassment received during the current academic year.
5. The Committee discussed the importance of creating awareness among the students, faculty, and staff about sexual harassment and the redressal mechanism available in the college. It was decided to organize more awareness programs and workshops for the students, faculty, and staff.

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6. The Committee also discussed the importance of maintaining confidentiality in dealing with complaints of sexual harassment and ensuring a fair and impartial investigation.

7. The Committee also decided to conduct surprise inspections in the college premises and hostels to ensure a safe and secure environment for women.

8. The Chairperson thanked all the members for their valuable inputs and suggestions and concluded the meeting.

Action Points:

1. More effective sexual harassment policy of the college to ensure strict compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

2. Organize more awareness programs and workshops for the students, faculty and staff.

3. Maintain confidentiality in dealing with complaints of sexual harassment and ensure a fair and impartial investigation.

4. Conduct surprise inspections in the college premises and hostels to ensure a safe and secure environment for women.

This is a true and correct record of the proceedings of the meeting of the Anti Sexual Harassment Committee of Keshav Memorial Institute of Commerce and Sciences (KMICS) .

Authorized Signatory

PRINCIPAL

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Implementation of guidelines of statutory/regulatory bodies

Date: 07-09-2018

Anti SC/ST Harassment Committee 2018-19

Constitution of Anti SC/ST Harassment Committee for Keshav Memorial Institute of Commerce and Sciences (KMICS)

Members of the Committee:

S. No	Name	Designation and Department
1	Dr J. Nageshwar Rao	Principal and Chairperson
2	Dr. B. Kiran Kumar	Asst. Prof. Dept. of Bio-Tech
3.	A. Padmaja	Asst. Prof. Dept. of Micro-Bio
4.	Ashok	Sr. Assistant - Office
5	Arjun	Sr. Assistant - Office
6.	B. Srikanth	Student / B.Com - General
7.	K. Mahesh Babu	Student / B.Sc - MPC
8.	K. Bhanu Teja	Student / B.Sc – Mb.Bt.C

Preamble:

At Keshav Memorial Institute of Commerce and Sciences (KMICS), the Anti-SC/ST Harassment Committee has been established to handle grievances concerning Scheduled Castes and Scheduled Tribes students. This committee is dedicated to safeguarding the rights and interests of SC/ST students, ensuring that any grievances they encounter are swiftly and efficiently addressed.

Objectives:

The aims of the Anti SC/ST Harassment Committee encompass:

1. Offering a forum for SC/ST students to express concerns regarding academic and non-academic issues.
2. Swiftly addressing complaints of discrimination, harassment, and other grievances encountered by SC/ST students.
3. Safeguarding the rights and interests of SC/ST students.
4. Ensuring equitable access to education and college resources for SC/ST students.

Composition of the Committee:

The Anti SC/ST Harassment Committee will include the following members:


PRINCIPAL

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College Code No: 1110/318



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

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A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

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- A designated officer who will act as the Chairperson of the committee.
- One SC/ST faculty member nominated by the Principal.
- One SC/ST non-teaching staff member nominated by the Principal.
- Two SC/ST students from each course/department, elected by the SC/ST students of that course/department.

Functions and Responsibilities of the Committee:

The functions and responsibilities of the Anti SC/ST Harassment Committee encompass:

25. Receiving and handling grievances concerning SC/ST students.
26. Ensuring swift and efficient resolution of grievances.
27. Conducting necessary inquiries, investigations, and hearings to address grievances.
28. Recommending suitable actions to the Principal for grievance resolution.
29. Overseeing the execution of committee recommendations.
30. Furnishing regular reports to the Principal regarding committee operations.

Term of Tenure: The members of the Anti SC/ST Harassment Committee will serve for one academic year, with the possibility of reappointment for subsequent terms.

Convening:

The Anti SC/ST Harassment Committee will convene monthly during the academic year, with additional meetings scheduled as needed for urgent grievances.

Quorum Requirement:

A minimum of three members, including the Chairperson or their delegate, constitutes a quorum for Anti SC/ST Harassment Committee meetings.

Confidentiality Protocol:

The Anti SC/ST Harassment Committee will uphold strict confidentiality regarding all grievances received and investigations conducted.

Constitutional Review:

The constitution of the Anti SC/ST Harassment Committee will undergo an annual review to ensure its continued relevance and efficacy.

Constitutional Amendment:

Proposed amendments to the constitution require a two-thirds majority vote by SC/ST Grievance Committee members. Approved amendments will be forwarded to the Principal for final approval.

Signed by:

Principal

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Minutes of the meeting of the Anti SC/ST Harassment Committee

Date: 07/09/2018

Venue: Room No G4 (Ground Floor) - KMICS

Present:

S. No	Name	Designation and Department
1	Dr J. Nageshwar Rao	Principal and Chairperson
2	Dr. B. Kiran Kumar	Asst. Prof. Dept. of Bio-Tech
3.	A. Padmaja	Asst. Prof. Dept. of Micro-Bio
4.	Ashok	Sr. Assistant - Office
5	Arjun	Sr. Assistant - Office
6.	B. Srikanth	Student / B.Com - General
7.	K. Mahesh Babu	Student / B.Sc - MPC
8.	K. Bhanu Teja	Student / B.Sc – Mb.Bt.C

Agenda:

9. Review of Received Grievances

10. Other Matters

Minutes:

Review of Received Grievances: The Chairperson apprised the committee that no grievances pertaining to SC/ST students had been received since the previous meeting. The committee expressed satisfaction that there were no reported incidents of harassment or discrimination.

Other Matters: The committee deliberated on the importance of raising awareness among students and staff regarding the rights of SC/ST students and the imperative to prevent discrimination and harassment. It was decided to organize a sensitization program for all members of the college community.

The meeting concluded with a vote of thanks to the Chairperson.

Signed by:

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Date: 19-09-2019

Anti Ragging Committee 2018-19

Objective:

The objective of the Anti-Ragging Committee is to prevent any form of ragging within the college premises or outside of it, in compliance with the provisions set forth by the UGC and guidelines issued by Osmania University, along with any other relevant regulations, statutes, or guidelines issued by statutory authorities.

Composition of the Committee:

The Anti-Ragging Committee shall be composed of the following members:

S. No	Name	Designation and Department
1	Dr. J. Nageshwar Rao	Principal and Chairperson
2	Dr. P. Somanath	Vice Principal
3.	K. Sanjay Raj	Asst Prof, Dept of .. Commerce
4.	Shravanthi	Asst.Prof. Dept of Chemistry
5.	M. Soujanya	Asst. Pro. Dept of Commerce
6.	N. Tammi Rddy	Asst. Pro. Dept of Commerce
7.	Preeti Arya	Asst. Pro. Dept of Commerce
8	K. Sreekanth	Asst. Pro. Dept of Languages

Roles and Responsibilities:

The Anti-Ragging Committee shall have the following roles and responsibilities:

- To ensure strict adherence to regulations aimed at curbing the menace of ragging in higher educational institutions, as outlined by the UGC and guidelines issued by Osmania University (OU), along with any subsequent revisions.
- To monitor the implementation of the anti-ragging policy of the college and to take necessary measures for its effective implementation.
- To conduct surprise inspections in the college premises and hostels to check for any instances of ragging.
- To maintain records of all complaints received and actions taken on them.
- To take immediate and appropriate action against those found guilty of ragging, as per the provisions of the anti-ragging policy.

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vi) To create awareness among the students about the ill effects of ragging and to promote a culture of mutual respect and understanding.

vii) To liaise with the local police administration, NGOs, and the media to create a conducive environment for the prevention of ragging.

Tenure of the Committee:

The Anti-Ragging Committee shall be constituted for a period of one academic year and shall be reconstituted every year. The Chairperson of the Committee may nominate a member to take charge in the event of any member resigning or being unable to discharge his/her duties.

Meetings and Quorum:

The Anti-Ragging Committee shall meet at least once a month or as and when necessary. The quorum for the meeting shall be one-third of the total number of members. The decisions of the Committee shall be taken by a majority of the members present and voting, and in the event of a tie, the Chairperson shall have the casting vote.

Powers:

The Anti-Ragging Committee shall have the power to:

- i) Summon any person related to the college who, in its opinion, is necessary for the inquiry into the complaint of ragging.
- ii) Collect evidence and examine any document related to the complaint of ragging.
- iii) Recommend to the Principal or any other authority of the college the action to be taken against the guilty persons.
- iv) Report the matter to the police if necessary and provide all necessary assistance in the investigation.
- v) Take any other action deemed necessary to prevent and combat ragging.

Conclusion:

The Anti-Ragging Committee shall strive to create a safe and conducive environment for the students to pursue their education without any fear of ragging. It shall work towards building a culture of mutual respect and understanding among the students and promote healthy relationships. The Committee shall encourage the students to report any instance of ragging or any other form of misconduct, without any fear of retribution. The success of the Anti-Ragging Committee shall be measured by the absence of any reported cases of ragging in the college. The Committee shall be accountable to the Principal and the Governing Body of the college. Any deviations from the provisions of this constitution shall be reported to the appropriate authorities for necessary action.

The members of the Committee shall ensure that the provisions of this constitution are strictly adhered to and take appropriate measures to prevent ragging in the college.

Signed:

Principal

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Minutes of Meeting of Anti-Ragging Committee

Date: 19-09-2019

Venue: Room No. F2 (First Floor) KMICS

Members Present:

S. No	Name	Designation and Department
1	Dr. J. Nageshwar Rao	Principal and Chairperson
2	Dr. P. Somanath	Vice Principal
3.	K. Sanjay Raj	Asst Prof, Dept of .. Commerce
4.	Shravanthi	Asst.Prof. Dept of Chemistry
5.	M. Soujanya	Asst. Pro. Dept of Commerce
6.	N. Tammi Rddy	Asst. Pro. Dept of Commerce
7.	Preeti Arya	Asst. Pro. Dept of Commerce
8	K. Sreekanth	Asst. Pro. Dept of Languages

Agenda:

1. To discuss the measures taken to prevent ragging in the college.
2. To review the anti-ragging policy of the college.
3. To discuss the action taken on the complaints received, if any.
4. Any other matter with the permission of the Chairperson.

Proceedings:

1. The Chairperson of the Anti-Ragging Committee welcomed all the members present and thanked them for their participation in the meeting.
2. The Chairperson informed the members that the college has taken various measures to prevent ragging, such as conducting orientation sessions for the new students, sensitizing the senior students about the ill effects of ragging, displaying posters and banners against ragging, and creating Anti-Ragging Helpline.
3. The Committee reviewed the anti-ragging policy of the college in the context of strict compliance with the Osmania University including the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, as amended by the University Grants Commission (Prevention and Prohibition of Ragging) Regulations, 2012 and subsequent amendments thereof.


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4. The Chairperson informed the Committee that there were no complaints of ragging received during the current academic year.
5. The Committee discussed the importance of creating awareness among the students about the ill effects of ragging and promoting a culture of mutual respect and understanding. It was decided to organize more awareness programs and workshops for the students and to involve the parents and teachers in the process.
6. The Committee also discussed the importance of maintaining records of all complaints received and actions taken on them. It was decided to maintain a separate register for this purpose and to update it regularly.
7. The Committee also decided to conduct surprise inspections in the college premises and hostels to check for any instances of ragging.
8. The Chairperson thanked all the members for their valuable inputs and suggestions and concluded the meeting.

Action Points:

1. Stricter implementation of the anti-ragging policy of the college to ensure strict compliance with the UGC Regulations.
2. Organize more awareness programs and workshops for the students.
3. Maintain a separate register for complaints received and actions taken on them.
4. Conduct surprise inspections in the college premises and hostels to check for any instances of ragging.

This is a true and correct record of the proceedings of the meeting of the Anti-Ragging Committee of Keshav Memorial Institute of Commerce and Sciences (KMICS) held today.

Authorized Signatory

PRINCIPAL

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Date: 25-10-2018

Anti Sexual Harassment Committee 2018-19

The Anti Sexual Harassment Committee (ASHC) is constituted by Keshav Memorial Institute of Commerce and Sciences (KMICS) for the academic year 2018-19 as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the guidelines issued by the University Grants Commission (UGC) and other statutory bodies.

Objective:

The objective of the ASHC is to provide a safe and harassment-free environment for all students, staff, and faculty members of Keshav Memorial Institute of Commerce and Sciences (KMICS), and to address any complaints of sexual harassment fairly and transparently.

Composition:

The Committee shall consist of the following members:


S. No	Name	Designation and Department
1	Dr. J. Nageshwar Rao	Principal
2	Shoba Rani	Asst. Prof. Dept. of Mathematics
3.	Sucheta Patankar	Asst Prof, Dept of Commerce
4.	N. Uma Devi	Asst Prof. Dept of English
5.	Hema Malini	Sr. Accountant - Office
6.	Radhika	Clerk - Office
7.	Asa Bhoomika	Student / B.Com – Copm. Appl.
8.	P. Bhavani	Student / B.Sc – MPCs

The Presiding Officer of the ASHC shall be a woman, and all members shall have a good understanding of the issues related to sexual harassment and shall be committed to the cause of women's rights. The members shall be appointed for a term of one academic year and may be re-appointed for subsequent terms.

Functions:

The Committee shall have the following functions:

1. To receive complaints of sexual harassment from any student, staff, or faculty member of Keshav Memorial Institute of Commerce and Sciences (KMICS)
2. To conduct a preliminary inquiry into the complaint to determine the prima facie case.


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3. To provide an opportunity for the respondent to respond to the allegations.
4. To conduct a detailed inquiry if the preliminary inquiry reveals a prima facie case.
5. To make a decision based on the evidence and principles of natural justice.
6. To recommend appropriate remedial action if sexual harassment is found to have occurred.
7. To maintain records of the complaints received and processed by the committee, and to report to the statutory authorities as required by law.

Complaint Mechanism:

The Committee shall establish the following mechanism for receiving and processing complaints of sexual harassment:

1. A dedicated email address: principal.kmcs@gmail.com
2. A helpline number: 040-23224651
3. A physical drop-box located at : Office
4. Online form on the website:

The mechanism shall ensure the confidentiality of the complainant's identity and the information provided.

Training:

The members of the committee shall receive adequate training on the legal provisions related to sexual harassment, the procedures for handling complaints, and the principles of natural justice.

Communication:

The Committee shall notify the formation of the committee through a public notice or circular, specifying the names and contact details of the members, the terms of reference of the committee, and the procedures for filing complaints. It shall also communicate its decision to the complainant and the respondent in writing, along with the reasons for the decision.

Effective Date:

This constitution shall come into effect from today.

Signed:

PRINCIPAL

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Minutes of Meeting of Anti Sexual Harassment Committee 2018-19

Date: 25/10/2019

Venue: Room No. F4 (First Floor)

Present:

S. No	Name	Designation and Department
1	Dr. J. Nageshwar Rao	Principal
2	Shoba Rani	Asst. Prof. Dept. of Mathematics
3.	Sucheta Patankar	Asst Prof, Dept of Commerce
4.	N. Uma Devi	Asst Prof. Dept of English
5.	Hema Malini	Sr. Accountant - Office
6.	Radhika	Clerk - Office
7.	Asa Bhoomika	Student / B.Com – Copm. Appl.
8.	P. Bhavani	Student / B.Sc – MPCs

Agenda:

1. To discuss the implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in the college.
2. To review the sexual harassment policy of the college.
3. To discuss the action taken on the complaints received, if any.
4. Any other matter with the permission of the Chairperson.

Proceedings:

1. The Chairperson of the Anti Sexual Harassment Committee welcomed all the members present and thanked them for their participation in the meeting.
2. The Chairperson informed the members that the college has implemented the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in the college and has constituted the Anti Sexual Harassment Committee as per the Act.
3. The Committee reviewed the sexual harassment policy of the college and discussed stricter compliance with the Act and to make it more comprehensive.
4. The Chairperson informed the Committee that there were no complaints of sexual harassment received during the current academic year.

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5. The Committee discussed the importance of creating awareness among the students, faculty, and staff about sexual harassment and the redressal mechanism available in the college. It was decided to organize more awareness programs and workshops for the students, faculty, and staff.
6. The Committee also discussed the importance of maintaining confidentiality in dealing with complaints of sexual harassment and ensuring a fair and impartial investigation.
7. The Committee also decided to conduct surprise inspections in the college premises and hostels to ensure a safe and secure environment for women.
8. The Chairperson thanked all the members for their valuable inputs and suggestions and concluded the meeting.

Action Points:

1. More effective sexual harassment policy of the college to ensure strict compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. Organize more awareness programs and workshops for the students, faculty and staff.
3. Maintain confidentiality in dealing with complaints of sexual harassment and ensure a fair and impartial investigation.
4. Conduct surprise inspections in the college premises and hostels to ensure a safe and secure environment for women.

This is a true and correct record of the proceedings of the meeting of the Anti Sexual Harassment Committee of Keshav Memorial Institute of Commerce and Sciences (KMICS).

Authorized Signatory

PRINCIPAL

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