



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

Circular for the Anti SC/ST Harassment Committee 2022-23

Date: 12-09-2022

Subject: Constitution of the Anti SC/ST Harassment Committee for the Academic Year 2022-23

Dear Students,

This is to inform you that, in accordance with UGC guidelines, the Anti SC/ST Harassment Committee for the academic year 2022-23 has been constituted as follows:

Members of the Committee:

1. **Dr. Someshwar Rao** - Principal and Chairperson
2. **Dr. Kiran Kumar** - Assistant Professor, Department of Biotechnology
3. **Mr. Sharath Babu** - Assistant Professor, Department of Mathematics
4. **Mr. Arjun** - Senior Assistant, Office
5. **Mr. C. Goverdhan Reddy** - Clerk, Office
6. **Mr. K. Naveen** - Student, B.Com Hons
7. **Mr. Tushat Johari** - Student, B.Sc Mb. Bt. C
8. **Mr. G. Vishal** - Student, B.Com Business Analytics

We urge any student who faces issues related to discrimination, harassment, or other grievances to promptly bring them to the notice of this committee. All complaints will be handled with utmost confidentiality, and suitable actions will be taken upon verification of the issues raised.

Your cooperation is essential in ensuring a fair and respectful environment for all.

PRINCIPAL

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



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Circular for the Anti Ragging Committee 2022-23

Date: 28-09-2022

Subject: Constitution of the Anti-Ragging Committee for the Academic Year 2022-23

Dear Students,

In compliance with UGC guidelines, we are pleased to announce the constitution of the Anti-Ragging Committee for the academic year 2022-23. The committee members are as follows:

Members of the Committee:

1. **Dr. Someshwar Rao** - Principal and Chairperson
2. **Ms. N. Uma Devi** - Vice Principal
3. **Ms. P. Shrvanthi** - Assistant Professor, Department of Chemistry
4. **Dr. Padmakar** - Assistant Professor, Department of Commerce
5. **Ms. Preethi Arya** - Assistant Professor, Department of Commerce
6. **Ms. B. Veda** - Assistant Professor, Department of Physics
7. **Mr. Anish Shah** - Assistant Professor, Department of Languages
8. **Ms. Deepa Ramanathan** - Assistant Professor, Department of Languages

We encourage any student who encounters or witnesses ragging incidents to immediately report them to this committee. All reports will be addressed swiftly, and appropriate actions will be taken against those found guilty of ragging.

Let us work together to maintain a safe and supportive campus environment.

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Circular for the Anti Sexual Harassment Committee 2022-23

Date: 29-09-2022

Subject: Constitution of the Anti Sexual Harassment Committee for the Academic Year 2022-23

Dear Students,

In line with the UGC guidelines, we wish to inform you of the constitution of the Anti Sexual Harassment Committee (ASHC) for the academic year 2022-23. The committee members are as follows:

Members of the Committee:

1. **Dr. Someshwar Rao** - Principal
2. **Ms. Shobha Rani** - Assistant Professor, Department of Mathematics
3. **Ms. Vijitha** - Assistant Professor, Department of Computer Sciences
4. **Ms. Roshini Bharathi** - Assistant Professor, Department of Commerce
5. **Ms. R. P. Urmila** - Assistant Professor, Department of Chemistry
6. **Ms. Y. S. Nirupama** - Assistant Professor, Department of Statistics
7. **Ms. Hema Malani** - Senior Accountant, Office
8. **Ms. Manjula** - Senior Clerk, Office


If any student experiences or observes any form of sexual harassment, please bring it to the committee's attention immediately. Rest assured, all complaints will be treated with strict confidentiality, and appropriate actions will be taken upon verification of the claims.

Our goal is to ensure a safe and respectful environment for everyone on campus.

We appreciate your cooperation in maintaining the dignity and safety of our academic community.

Signed,

Principal


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Mechanisms for Submission of Online/Offline Students' Grievances

Introduction: At Keshav Memorial Institute of Commerce and Sciences (KMICS), we prioritize the swift and equitable resolution of student grievances through our robust mechanisms. In line with this commitment, the college has established comprehensive processes for both offline and online submission of students' grievances. This proactive approach ensures that student concerns are promptly and impartially addressed, fostering a conducive learning environment.

A Holistic Approach to Grievance Resolution

Initiation: Students can lodge a written complaint with either the Grievance Redressal Cell, their HOD, or a designated suggestion box, or online. The complaint should clearly articulate the issue at hand.

Investigation: Upon receipt, faculty members will assess the complaint and may conduct an inquiry if necessary, potentially reaching out to the student for additional details.

Resolution: Subsequently, efforts will be made to resolve the matter within a week.

Escalation: If the student remains dissatisfied, they have the option to escalate the grievance to the principal, who will make the final decision.

Confidentiality: Throughout the procedure, confidentiality is upheld, and the college commits to addressing grievances swiftly and impartially. Moreover, the institution periodically reviews its grievance redressal policy to ensure effectiveness and compliance, inviting student input for continual enhancement.

Timeliness: The college ensures it deals with student complaints quickly and fairly.

Review and Improvement: The College will regularly review the Grievance Redressal Policy to ensure its effectiveness and compliance with relevant regulations. Students are encouraged to provide their feedback on the system through the suggestion boxes or directly to the Grievance Redressal Cell faculty member(s).

Conclusion: Through these proactive initiatives and systematic processes, Keshav Memorial Institute of Commerce and Sciences (KMICS) reaffirms its dedication to supporting students and fostering a positive learning environment. By providing accessible and transparent avenues for grievance redressal, the college ensures that every student's voice is heard and valued, contributing to a culture of trust, respect, and accountability within the institution.

Additional Information:

Grievance Form – Online:

https://docs.google.com/forms/d/e/1FAIpQLSfw_3aGrc_1rqsRmXq5I9mf3TzyAo7gi8CQSG6d3OSRPSKc-A/viewform

Grievance Form- Offline: Sample shared below


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Grievance Form- Offline

Date of Submission: _____

Personal Details:

1. Name:
2. Student ID/Enrollment Number:
3. Course/Program:
4. Department/Division:
5. Contact Number:
6. Email Address:

Nature of Grievance: Please select the appropriate category:

1. Ragging
2. Sexual harassment
3. Discrimination (gender, caste, religion, etc.)
4. Other (please specify)

Description of Grievance: Kindly provide a detailed description of your grievance, including dates, incidents, individuals involved, and any supporting evidence or documents. Please be specific and concise.

Action Taken (if any): Have you previously reported this grievance within the institution? If yes, please provide details of actions taken and outcomes, if known.

Preferred Resolution: Please state your desired outcome or resolution for the grievance.


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Supporting Documents: If you have any relevant documents or evidence, kindly attach them with this form.

Declaration: I affirm that the information provided above is true and accurate to the best of my knowledge. I understand that any misrepresentation or false information may result in the dismissal of my grievance.

Signature: _____

Date: _____

Note: Please submit this completed grievance form to the designated authority or committee handling student grievances or drop it in the designated grievance box at Keshav Memorial Institute of Commerce and Sciences (KMICS).

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