

Students Support Committee (SSC)

Department of Humanities & Basic Sciences

Sri Indu College of Engineering & Technology, Hyderabad

The Student Support Committee is focused on providing assistance and resources to help students succeed academically, socially, and emotionally. Its operations include identifying students who may need additional support, offering guidance and counseling, coordinating with academic and mental health services, and organizing workshops to build essential skills. The committee acts as a bridge between students and campus resources, ensuring that all students have access to the help they need to overcome challenges and achieve their full potential.

This committee is dedicated to addressing and resolving the grievances raised by students on campus. It conducts thorough investigations into a wide range of issues, including concerns related to harassments, internal assessments, external examinations, and various challenges associated with both curricular and extracurricular activities. By carefully examining these matters, the committee strives to ensure a fair, transparent, and supportive academic environment, while also fostering a balanced and enriching campus experience for all students.

SI No	Designation	Name
1.	Convenor	Prof. N. Shailaja (Head, Dept. of H&S)
2.	Coordinator	S. Praveen Kumar (Asst. Professor)
3.	Joint Coordinator	U. Anuradha (Asst. Professor)
4.	Members	A. Shiva Kumar (Asst. Professor)
5.		K. Vijayakumar (Asst. Professor)
6.		U. Sahithya Reddy (Asst. Professor)
7.		G. Swathi (Asst. Professor)

Internal Complaints Committee (ICC)

In accordance with the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 as well as the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act of 2013, the Department has established an Internal Complaints Committee (ICC). This committee is responsible for addressing and resolving complaints related to sexual harassment within the workplace.

SI No	Designation	Name
1.	Convenor	Prof. N. Shailaja (Head, Dept. of H&S)
2.	Joint Convenor	L. Sathyanarayana (Administrative Officer)
3.	Coordinator	K.S Archana (Asst. Professor)
4.	Joint Coordinator	N. Sharmilee (Asst. Professor)
5.	Members	D. Mounika (Asst. Professor)
6.		K. Adithya Sunil (Asst. Professor)
7.		S. Nikhitha (Asst. Professor)
8.		Ch. Swathi (Asst. Professor)

Definition of Sexual Harassment

As per the relevant legislation, “sexual harassment” includes any unwelcome behaviour of a sexual nature, whether explicit or implied, and may manifest in the following forms:

- a) Physical contact and advances
- b) A demand or request for sexual favours
- c) Sexually coloured remarks or jokes
- d) Display of pornography or obscene materials in any format

- e) Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

Additionally, the following situations are also deemed acts of sexual harassment:

- a) Implied or explicit promise of preferential treatment in employment
- b) Threat of detrimental treatment in employment
- c) Threat affecting current or future employment status
- d) Interference with work or creation of an intimidating, hostile, or offensive work environment
- e) Conduct that humiliates and may adversely impact the individual's health or safety

Who can Approach the ICC?

Any female member of the institution—including students, faculty, or non-teaching staff—may approach the ICC for support and redressal in cases of sexual harassment.

Responsibilities of Internal Complaints Committee (ICC)

1. The Internal Complaints Committee provides assistance if an employee or a student chooses to file a complaint with the police.
2. Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence
3. Protect the safety of the complainant by not divulging the person's identity
4. Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
5. Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

Role of the Convenor

The Convenor of the ICC is responsible for receiving written complaints related to sexual harassment on behalf of the Committee and for coordinating the proceedings and deliberations of the ICC in relation to each case.

Guidelines to follow:

1. Upon receipt of a complaint, the ICC shall initiate a preliminary inquiry to determine the veracity of the allegations. This includes gathering documentary evidence and recording statements from the complainant and any other relevant witnesses.
2. Following the completion of the preliminary inquiry, the ICC shall submit a detailed report to the Principal, accompanied by all original documents and records collected during the proceedings.
3. If the nature of the complaint does not fall under the definition of sexual harassment, the ICC may refer the matter to the appropriate authority, such as the Grievance Redressal Cell or directly to the Principal, for further action.
4. In instances where sexual harassment results from the actions or omissions of an external party or third person, the ICC shall take all reasonable steps to assist the affected individual, including providing support and recommending preventive measures.
5. All inquiries conducted by the ICC shall adhere strictly to the procedures outlined in the UGC Regulations, 2015, and the provisions of the Sexual Harassment Act. The inquiry must be conducted in a time-bound and confidential manner.

How to File a Complaint?

If you believe you experienced/are experiencing sexual harassment, you are advised to file a complaint directly with the Convenor of ICC (Head of the Department). All complaints will be handled with utmost confidentiality.

Actions to be taken:

If the accused is found guilty, punitive measures may include, but are not limited to:

- a) Legal proceedings
- b) Issuance of a formal written apology
- c) Execution of a bond of good behaviour
- d) Adverse entry in the employee's Confidential Report
- e) Withholding of promotion or increments
- f) Suspension or dismissal from service
- g) Any other action deemed appropriate under the circumstances

Inquiry Timeline

1. The inquiry shall be completed within “90 days” of receiving the complaint.
2. A report of findings shall be submitted to the Principal within “10 days” of the inquiry’s conclusion.
3. If the complaint is found valid, the ICC will recommend appropriate punitive actions.
4. The Principal is required to act on the recommendations within “60 days” of receiving the report.

False or Malicious Complaints

If it is established that a complaint was filed with malicious intent, or that false or misleading information was knowingly provided during the inquiry process, the complainant shall be liable for punitive action as per the provisions of the UGC Regulations, 2015.

Useful References

1. **UGC / MHRD Notifications related to sexual harassment prevention and redressal.**
2. **Click here for further guidelines:**
<https://subharti.org/documents/UGC%20Guidelines%20for%20ICC.pdf>

Internal Examinations Grievance Redressal Cell

The Internal Examinations Grievance Redressal Cell is constituted to address and resolve student grievances related to internal assessments, including class tests, assignments, practicals, and project evaluations. The committee ensures that all concerns regarding unfair evaluation, discrepancies in marks, or procedural issues are examined in a fair, transparent, and timely manner.

Students may submit their complaints in writing within the period of 15 days after the declaration of internal assessment results. The committee reviews the submitted grievances, consults the faculty members concerned if necessary, and provides appropriate redressal in accordance with institutional guidelines.

The committee aims to uphold academic fairness and maintain the integrity of the internal examination process.

SI No	Designation	Name
1.	Convenor	Prof. N. Shailaja (Head, Dept. of H&S)
2.	Coordinator	A. Shiva Kumar (Asst. Professor)
3.	Joint Coordinator	A. Pramod Reddy (Asst. Professor)
4.	Members	S. Praveen Kumar (Asst. Professor)
5.		L. Ravi (Asst. Professor)
6.		Dr. Afsal PC (Asst. Professor)
7.		U. Anuradha (Asst. Professor)

Role of the Committee:

a) Receive Complaints:

Accept and document grievances submitted by students regarding internal examinations, including issues related to evaluation, grading discrepancies, question paper errors, or procedural irregularities.

b) Examine Grievances:

Review and investigate the complaints thoroughly by consulting faculty members concerned, examination records, and any other necessary documentation.

c) Ensure Fairness:

Ensure that all grievances are handled fairly, impartially, and in accordance with the institution's rules and regulations.

d) Timely Resolution:

Address and resolve grievances promptly within the stipulated timeframe to avoid unnecessary delays affecting students' academic progress.

e) Maintain Confidentiality:

Protect the privacy of the complainants and ensure that sensitive information is treated with strict confidentiality.

f) Recommend Actions:

Suggest corrective measures or adjustments, such as re-evaluation, re-examination, or rectification of procedural errors, based on the findings of the inquiry.

g) Report Submission:

Prepare and submit detailed reports of grievance cases and their resolutions to the Head of the Department.

h) Create Awareness:

Inform students about the grievance redressal process and encourage them to use the committee as a resource for addressing their concerns related to internal examinations.

i) Record Keeping:

Maintain proper records of all grievances received, proceedings conducted, and outcomes achieved for accountability and future reference.

Committee for Extension/Outreach Programmes

The Committee for Extension/Outreach Programmes is responsible for planning, coordinating, and implementing activities that connect the institution with the broader community. Its primary aim is to promote social responsibility, community engagement, and experiential learning among students and staff.

The committee organizes various outreach initiatives such as awareness campaigns, social service projects, environmental drives, and skill development workshops. These programmes foster a spirit of volunteerism and help students apply their academic knowledge to real-world challenges, thereby contributing positively to society.

By facilitating collaboration between the college and external organizations, the committee enhances the institution's role in community development and social welfare.

Sl No	Designation	Name
1.	Convenor	Prof. N. Shailaja (Head, Dept. of H&S)
2.	Coordinator	Dr. S. Ramu (Asst. Professor)
3.	Joint Coordinator	Ch. Sravani (Asst. Professor)
4.	Members	Narsingh Rathod (Asst. Professor)
5.		S. Ramu (Asst. Professor)
6.		D. Chitty (Asst. Professor)
7.		Y. Meghamala (Asst. Professor)

Duties and Responsibilities

a. Planning and Coordination:

Develop and organize extension and outreach activities that align with the institution's mission and promote community engagement.

b. Promote Social Awareness:

Facilitate programmes that raise awareness on social, environmental, health, and educational issues among students and the local community.

c. Encourage Student Participation:

Motivate and involve students in community service, volunteerism, and experiential learning initiatives to foster social responsibility.

d. Collaborate with External Agencies:

Establish partnerships with NGOs, government bodies, and other organizations to enhance the reach and impact of outreach programmes.

e. Resource Mobilization:

Identify and secure necessary resources, including funding, materials, and expertise, to effectively conduct extension activities.

f. Monitor and Evaluate:

Regularly assess the progress and effectiveness of outreach initiatives and provide feedback for continuous improvement.

g. Documentation and Reporting:

Maintain records of all activities conducted and prepare reports to be submitted to the institution's management and relevant authorities.

h. Promote Skill Development:

Organize workshops and training sessions that help students develop skills beneficial for community development and personal growth.

i. Ensure Inclusivity:

Design programmes that are inclusive and accessible to diverse groups within the community, ensuring broad participation.
