



St. Mary's Group of Institutions Guntur

(Formerly St.Mary's Engineering College, St.Mary's P.G. Centre & St.Mary's College of Pharmacy)
(Approved by AICTE & PCI, Permitted by Govt. of A.P., Affiliated to JNTUK & SBTET)
Chebrolu (Village & Mandal), Guntur (Dt.) - 522 212, A.P., INDIA. Website : www.stmarysguntur.com
Phone : 08644-254477, 88, Mobile : 9030235630, 96667 77091, 99483 99402, 99514 28677, Fax : 040-66809093

ANTI-RAGGING CELL

Creation of the Cell

Ragging means the doing of any act which causes or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student, that includes :

- Teasing or abusing or playing Practical joke on, or causing hurt to any student.
- Asking any student to do any act, or perform anything, which he/she would not, in the ordinary course, be willing to do or perform.

Keeping in view the need to prevent Ragging, the college constituted Anti-Ragging Cell and Anti-Ragging Squad in the year 2008. Every year before commencement of the first year class work they are reconstituted.

Objectives

- To prohibit, prevent and eliminate the scourge of ragging including any conduct by any student whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in raucous or indiscipline activities by any student.
- To monitor, direct and oversee the functions and performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution.

Selection procedures

The senior faculty gives their choice for acting as coordinators in the Committee. Based on the choices given, the Institute's Executive Council will select the coordinators from each department and constitute the Committee.

Roles and Responsibilities

[The roles and responsibilities listed here are only indicative, but not exhaustive. The IQAC Team reserves rights to Edit/ Append / Delete any part or all of these roles and responsibilities from time to time and as required for compliance with the IQAC criteria]

- Vigilant at all hours all around the campus and other places vulnerable to incidents of and having the potential of ragging and shall be empowered to inspect such places.
- Make surprise raids at all places vulnerable to incidents along those that are having the potential for ragging.
- Conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student or parent or guardian as the case may be, and submit the enquiry report along with recommendations to the Head of the Institution for immediate action.
- Ensure the display of Anti-Ragging posters on Institutional and departmental Notice Boards and other prominent places of students' movements.



St. Mary's Group of Institutions Guntur

(Formerly St.Mary's Engineering College, St.Mary's P.G. Centre & St.Mary's College of Pharmacy)
 (Approved by AICTE & PCI, Permitted by Govt. of A.P., Affiliated to JNTUK & SBTET)
 Chebrolu (Village & Mandal), Guntur (Dt.) - 522 212, A.P., INDIA. Website : www.stmarysguntur.com
 Phone : 08644-254477, 88, Mobile : 9030235630, 96667 77091, 99483 99402, 99514 28677, Fax : 040-66809093

- Ensure measures to see that Anti-Ragging Squad regularly makes rounds in the campus to effectively monitor the students' behaviour in the campus.
- Offer services of counselling and create awareness to the students on the impacts and consequences of Ragging.
- Set up a Suggestion Box and place it in the college to help the students to drop complaints or any kind of problems.
- Initiate timely action against students violating / erring the Anti-Ragging Policy.
- Sensitise students about the evils of ragging and its prevention in the Campus by organizing Awareness talks/ programmes.
- Address complaints about ragging as per the Govt. and University procedures.
- Maintain the records and file all the activities conducted and submit the same to the IQAC Committee.

Members :

S.No	Name of the Member	Designation	Role	Contact No
1	Dr. B Penchalaiah	Principal	CHAIR PERSON	
2	K SatyaNarayana	Asst.Professor	Faculty Member-CSE	9032791234
3	M Krishna Reddy	Asst.Professor	Faculty Member-ECE	
4	S Naveen Manikumar	Asst.Professor	Faculty Member-ME	9063958713
5	G Somireddy	Asst.Professor	Faculty Member-CE	9441777653
6	G Durga Rao	Asst.Professor	Faculty Member-EEE	7730070757
7	S Meenakshi	Asst.Professor	Faculty Member-Pharma	
8	CH VenuGopal	Asst.Professor	Faculty Member-MBA	8885143791
9	K Mounika	Student	Student Member 1- CSE	8088376899
10	P Reena Sowmya	Student	Student Member 2- CSE	6303786651
11	G Ashok reddy	Student	Student Member 1- ECE	
12	G Bhavitha	Student	Student Member 2- ECE	
13	M Hareesh	Student	Student Member 1- ME	9849485548
14	P Naveenkumar	Student	Student Member 2- ME	7997892612
15	A Venkata Jathin	Student	Student Member 1- CE	8522029300
16	D Amose	Student	Student Member 2- CE	7095881212
17	L Srikanth	Student	Student Member 1- EEE	7995551699
18	P Pawan Kalyan	Student	Student Member 2- EEE	8885144090
19	P Nandini	Student	Student Member 1- Pharma	9573051330
20	B Gayatri	Student	Student Member 1- Pharma	6304919989
21	P VIjayababu	Student	Student Member 1- MBA	9014030937
22	S Adilakshmi	Student	Student Member 2-MBA	9676873885



St. Mary's Group of Institutions Guntur

(Formerly St.Mary's Engineering College, St.Mary's P.G. Centre & St.Mary's College of Pharmacy)
(Approved by AICTE & PCI, Permitted by Govt. of A.P., Affiliated to JNTUK & SBTET)
Chebrolu (Village & Mandal), Guntur (Dt.) - 522 212, A.P., INDIA. Website : www.stmarysguntur.com
Phone : 08644-254477, 88, Mobile : 9030235630, 96667 77091, 99483 99402, 99514 28677, Fax : 040-66809093

INTERNAL COMPLAINTS COMMITTEE (ICC)

[Gender Sensitization Committee against Sexual Harassment-GSCASH]

Creation of the Committee

The committee was established as per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016. The committee will act as a dedicated task force which can constantly monitor the existing (security) arrangements and suggest additional security measures to be put in place. It also organizes workshops and sensitization programs both for staff and students by eminent Psychologists and social workers. The committee also addresses similar kind of issues on various occasions like: Women's day, Mothers Day, etc. Internal Complaints Committee will examine all matters relating to women in the workplace and will make suggestions and proposals to the institute administration regarding such matters.

Objectives

- To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
- To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.

Functions of ICC

- Publicly notify the provisions against sexual harassment and ensure wide dissemination
- To be included in the website, prospectus, display at conspicuous places / notice boards the penalty and consequences of sexual harassment and create awareness in the institutional community on the mechanism put in place. Display the details of members of ICC, complaints procedure, etc.
- Organise Training Programmes to sensitize all the stakeholders on rights, entitlements, and responsibilities enshrined in these regulations.
- Organize regular orientation programmes to the members of ICC to deal with complaints, steer the process of conciliation, etc. with sensitivity.
- Ensure to implement procedures that safeguard the students and staff from being vulnerable to sexual harassment / humiliation / exploitation.
- ICC shall have the following composition (by maintaining atleast one-half of the total members of ICC being women) :
 - Presiding Officer - A women faculty employed at a Senior Level (not below Associate Professor) nominated by the Executive Authority (Head of the Institution)
 - Two faculty members and two non-teaching faculty who had experience in social



St. Mary's Group of Institutions Guntur

(Formerly St.Mary's Engineering College, St.Mary's P.G. Centre & St.Mary's College of Pharmacy)
(Approved by AICTE & PCI, Permitted by Govt. of A.P., Affiliated to JNTUK & SBTET)
Chebrolu (Village & Mandal), Guntur (Dt.) - 522 212, A.P., INDIA. Website : www.stmarysguntur.com
Phone : 08644-254477, 88, Mobile : 9030235630, 96667 77091, 99483 99402, 99514 28677, Fax : 040-66809093

work or have legal knowledge, nominated by the Executive Authority (Head of the Institution)

- Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/ Diploma Level Institution, as the case may be.
- One member from amongst Non-Government Organization.
- Persons in senior positions such as Chairman/ Secretary of the Society, Principal/ Director of the Institution, etc. shall not be the members of the ICCs in order to ensure autonomy of their functioning
- The term of office of the members of the ICC shall be for a period of three years. Or one-third of the members of the ICC may change every year.
- All Technical Institutions approved by AICTE shall upload the Annual Report containing the following details by 30th June of the Calendar Year:
 - ✓ Number of complaints of sexual harassment received in the year
 - ✓ Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints
 - ✓ Number of complaints disposed of during the year
 - ✓ Number of cases pending for more than 90 days
 - ✓ Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
 - ✓ Nature of action taken by the Technical Institution against the perpetrator

Selection Procedure

The Institute's Executive Council in consultation with Heads of the Departments selects the members of this committee.

Roles and Responsibilities

[The roles and responsibilities listed here are only indicative, but not exhaustive. The IQAC Team reserves rights to Edit/ Append / Delete any part or all of these roles and responsibilities from time to time and as required for compliance with the IQAC criteria]

The Internal Complaints Committee shall

- Provide assistance if an employee or a student chooses to file a complaint with the police.
- Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's right, and minimizes the need for purely punitive approaches that lead to further resentment, alienation or violence.
- Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender.
- Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.



St. Mary's Group of Institutions Guntur

(Formerly St.Mary's Engineering College, St.Mary's P.G. Centre & St.Mary's College of Pharmacy)
(Approved by AICTE & PCI, Permitted by Govt. of A.P., Affiliated to JNTUK & SBTET)
Chebrolu (Village & Mandal), Guntur (Dt.) - 522 212, A.P., INDIA. Website : www.stmarysguntur.com
Phone : 08644-254477, 88, Mobile : 9030235630, 96667 77091, 99483 99402, 99514 28677, Fax : 040-66809093

- Ensure prohibition of retaliation or adverse action against a covered individual because the employed or the student is engaged in protected activity.

Members:

S.No	Name of the Member	Designation	Role	Contact No
1	Syed Farzana	Vice Principal	Chair Person	9014260490
2	M. Himabindu	Head-HR & Placements	Secretary	9666065491
3	Dr.K.N.V.R.Kumar	Principal-Engg.	Member	9393371155
4	P Nandini	Student	Student Member 1-Pharma	9573051330
5	S Adilakshmi	Student	Student Member 2-MBA	9676873885
6	B Gayatri	II-Year MBA Student	Student Member 3 - Pharma	6304919989



St. Mary's Group of Institutions Guntur

(Formerly St.Mary's Engineering College, St.Mary's P.G. Centre & St.Mary's College of Pharmacy)
(Approved by AICTE & PCI, Permitted by Govt. of A.P., Affiliated to JNTUK & SBTET)
Chebrolu (Village & Mandal), Guntur (Dt.) - 522 212, A.P., INDIA. Website : www.stmarysguntur.com
Phone : 08644-254477, 88, Mobile : 9030235630, 96667 77091, 99483 99402, 99514 28677, Fax : 040-66809093

GRIEVANCE REDRESSAL CELL

Creation of the Cell

As an element of constant endeavour to ensure transparency in all the activities at different stages, the Institute shall provide proper mechanism to students and staff for redressal of their grievances. This Committee will deal with all the grievances raised and are common problems at Institute level pertaining to both Academics and Administration. The aggrieved member shall submit his/her petition to the Grievance Redressal Committee in a sealed envelope marked '**Confidential**'. On receipt of such petitions, the Grievance Redressal Committee will endeavour to send its recommendation to the Principal / Director / Disciplinary Authority for further action(s). In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend Principal/ Disciplinary Authority to take appropriate action against the complainant. Complaints dropped in the 'Suggestion Box' by students, staff, and parents and oral complaints are also redressed. All complaints are scrutinized by the Committee appointed by the management and/or the grievance redressal cell.

Objectives

To develop an organisational framework to resolve grievances of students and other stakeholders and to provide them an access to immediate, hassle free recourse to have their Grievances redressed.

Selection Procedure

The Chairperson for this Committee will be appointed by the Executive Council of the Institute and all other members will be nominated by the Chairperson of this Committee.

Roles and Responsibilities

[The roles and responsibilities listed here are only indicative, but not exhaustive. The IQAC Team reserves rights to Edit/ Append / Delete any part or all of these roles and responsibilities from time to time and as required for compliance with the IQAC criteria]

- Formulate the policy to investigate and review the cause(s) of complaint(s) or grievance(s) of students and staff, and suggest redressal measures within the framework of Institute / University / Government rules.
- Create awareness on availability of members for students and staff to report on their grievances.
- Ensuring effectual solution depending upon the gravity of the complaint.
- Instruct the HODs concerned to attend to the grievances and refer / report the matters to the Principal / Director / Grievance Redressal Authority .



St. Mary's Group of Institutions Guntur

(Formerly St.Mary's Engineering College, St.Mary's P.G. Centre & St.Mary's College of Pharmacy)
(Approved by AICTE & PCI, Permitted by Govt. of A.P., Affiliated to JNTUK & SBTET)
Chebrolu (Village & Mandal), Guntur (Dt.) - 522 212, A.P., INDIA. Website : www.stmarysguntur.com
Phone : 08644-254477, 88, Mobile : 9030235630, 96667 77091, 99483 99402, 99514 28677, Fax : 040-66809093

- Attend to Students' grievances related to Examination(s) and recommend for the implementation of suitable redressal mechanisms and minimize the grievances.
- Maintain records of the Grievances reported, redressed / referred and submit the same to the IQAC Committee on a periodical basis.

Members :

S.No	Name of the Member	Designation	Role	Contact No
1	Dr. S Appa Rao	Chair Person	Professor	
2	E Mounika	Asst.Prof	Faculty Member-CSE	9966402442
3	G JagadeeshNathBabu	Asst.Prof	Faculty Member-ECE	
4	Y Sai Babu	Asst.Prof	Faculty Member-ME	7013330345
5	R Rathaiah	Asst.Prof	Faculty Member-CE	8106059905
6	D SekharBabu	Asst.Prof	Faculty Member-EEE	8555051700
7	P Vinod Kumar	Asst.Prof	Faculty Member-Pharma	9177177882
8	Y Srinivasa Rao	Professor	Faculty Member-MBA	9966222305
9	L Sandeep	Student	Student Member 1- CSE	9000477965
10	S Vamsi Krishna	Student	Student Member 2- CSE	9381191618
11	P Ranjith Kumar	Student	Student Member 1- ME	8885605019
12	G Tarak Sai	Student	Student Member 2- ME	9885158837
13	U Santosh	Student	Student Member 1- CE	7330613057
14	M Dharani Latha	Student	Student Member 2- CE	9398647850
15	G K Krishna	Student	Student Member 1- EEE	9963146286
16	P Rajesh	Student	Student Member 2- EEE	7093662996
17	Y Samar	Student	Student Member 1- Pharmacy	8501073588
18	K Bharghavi	Student	Student Member 2- Pharmacy	9160104200
19	K Santi Pavan	Student	Student Member 1- MBA	9515598979
20	G UdayBahnu	Student	Student Member 2- MBA	6300622567