



**SOUNDARYA**  
INSTITUTE OF  
MANAGEMENT AND  
SCIENCE



## CRITERION - 5

# STUDENT SUPPORT AND PROGRESSION

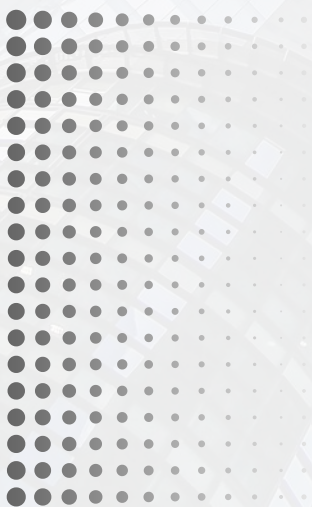
## 5.1 - Student Support

### 5.1.4

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The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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CRITERION	STUDENT SUPPORT & PROGRESSION
Question No.	5.1.1
Enclosed document-1	<b>Q.</b> Proof w.r.t Organization wide awareness and undertakings on policies with zero tolerance
	<ul style="list-style-type: none"><li>• Internal Complaints Committee (ICC) policy</li><li>• Grievance Redressal policy</li><li>• Anti-Ragging policy</li><li>• Awareness<ul style="list-style-type: none"><li>(a) Display board</li><li>(b) Orientation programs</li><li>(c) Student Handbook</li><li>(d) College website</li><li>(e) Surveillance cameras</li></ul></li></ul>



### **INTERNAL COMPLAINTS COMMITTEE (ICC) POLICY**

#### **1. Purpose**

The purpose of this policy is to establish an Internal Complaints Committee (ICC) at Soundarya Institute of Management and Science in compliance with the University Grants Commission (UGC) and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. The ICC shall address complaints of sexual harassment, ensure a safe and dignified environment for all, and promote gender equality in the institution.

#### **2. Scope**

This policy applies to all students, faculty, staff, and third parties associated with Soundarya Institute of Management and Science. The ICC will address complaints of sexual harassment, including any behaviour or act that is sexually offensive, discriminatory, or intimidating as per the definition in the UGC guidelines.

#### **3. Definition of Sexual Harassment**

Sexual harassment includes any unwelcome sexual behaviour, either physical, verbal, or non-verbal, such as:

- ✦ Physical contact or advances
- ✦ Demand or request for sexual favours
- ✦ Making sexually coloured remarks
- ✦ Showing pornography
- ✦ Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

#### **4. Composition of the ICC**

The ICC at Soundarya Institute of Management and Science will consist of the following members, as per UGC guidelines:

- ✦ Chairperson: Senior Women Faculty
- ✦ Faculty Representative 1 (Women)
- ✦ Faculty Representative 2 (Men)
- ✦ Student Representative 1
- ✦ Student Representative 2
- ✦ External Representative [External - Police / Advocate / NGO]

  
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The ICC should have a minimum of 50% women representation. The term of the members shall be three years, except for student representatives who will serve for one academic year.

#### 5. Roles and Responsibilities of the ICC

- ✦ To receive and redress complaints of sexual harassment in a timely manner.
- ✦ To ensure confidentiality of the identity of both the complainant and the respondent.
- ✦ To provide support and counselling to the victim.
- ✦ To recommend appropriate actions to be taken by the institution, including disciplinary actions against the respondent, if found guilty.
- ✦ To conduct awareness programs on gender sensitization and the prevention of sexual harassment.
- ✦ To submit annual reports on the functioning of the ICC to the management and relevant authorities.

#### 6. Complaint Procedure

- ✦ A complaint of sexual harassment can be made in writing to any member of the ICC within three months of the incident, extendable to another three months if the ICC deems appropriate.
- ✦ The ICC will conduct an inquiry, including interviewing both parties and witnesses, if applicable.
- ✦ The inquiry must be completed within 90 days, and a report shall be submitted within 10 days of the completion of the inquiry to the management.
- ✦ Based on the findings, appropriate action will be recommended and taken within 60 days.

#### 7. Redressal and Disciplinary Action

Upon receiving the ICC report, the management shall take appropriate action, which may include:

- ✦ A written apology
- ✦ Warning or reprimand
- ✦ Suspension or termination of employment (in case of staff/faculty)
- ✦ Expulsion or suspension from the institution (in case of students)

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### 8. False Complaints

If any complaint is found to be malicious or false after due investigation, the ICC may recommend suitable action against the complainant as per the disciplinary policies of the institution. However, a mere inability to substantiate the complaint or provide adequate proof will not be considered false unless done with malice.

### 9. Confidentiality

The identity of the complainant, respondent, witnesses, or any information related to the inquiry proceedings shall be kept confidential and shared only with persons necessary for the investigation and resolution process.

### 10. Awareness and Training

The institution shall regularly conduct gender sensitization and sexual harassment prevention training programs for students, faculty, and staff to ensure awareness of their rights and responsibilities.

### 11. Annual Reporting

The ICC shall prepare and submit an annual report to the management of the institution and the UGC on:

- ✦ The number of complaints received
- ✦ The status of complaints
- ✦ Disciplinary actions taken

### 12. Appeal

Any party aggrieved by the decision of the ICC may appeal to the institution's governing body or the relevant legal authority as per UGC guidelines.

### 13. Review of Policy

The institution reserves the right to amend or update this policy periodically, in accordance with legal and regulatory requirements.

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## GRIEVANCE REDRESSAL POLICY

### 1. Objective

The Grievance Redressal Policy aims to provide a transparent and fair process for addressing grievances raised by students, faculty, staff, and other stakeholders of Soundarya Institute of Management and Science (SIMS). The policy encourages open communication and ensures timely resolution of issues to maintain a positive educational environment.

### 2. Scope

This policy applies to grievances related to:

- ✚ Academic issues
- ✚ Administrative services (facilities, processes, etc.)
- ✚ Infrastructure, library, and other support services
- ✚ Any other matter causing dissatisfaction among stakeholders

### 3. Grievance Redressal Principles

SIMS is committed to:

- ✚ Providing a fair, efficient, and transparent mechanism to resolve grievances.
- ✚ Ensuring that all grievances are handled confidentially and without bias.
- ✚ Offering an opportunity for all parties to be heard.
- ✚ Resolving grievances in a time-bound manner.
- ✚ Prohibiting retaliation against those who file grievances.

### 4. Grievance Redressal Committee (GRC)

The Grievance Redressal Committee is responsible for addressing complaints and ensuring their resolution.

The committee structure is as follows:

- ✚ Chairperson: Principal
- ✚ Faculty Representative 1
- ✚ Faculty Representative 2

  
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- ✚ Administrative Officer
- ✚ Student Representative
- ✚ External Representative [Police / Advocate/ NGO]

## 5. Procedure for Filing a Grievance

### 1. Submission:

- ✚ Grievances must be submitted in writing to the **Administrative Office** of the institution.
- ✚ A **Grievance Form** is available at the Administrative Office. This form requires a detailed description of the issue, the parties involved, and supporting documents, if any.
- ✚ Alternatively, students or staff may submit grievances through email to the designated grievance redressal email address:

### 2. Acknowledgment:

- ✚ Upon receipt of a grievance, the committee will acknowledge it within 2 working days, confirming its acceptance for review.

### 3. Investigation:

- ✚ The GRC will investigate the matter thoroughly by gathering information from all concerned parties. This may involve meetings, consultations, and document reviews.
- ✚ Both the complainant and the accused (if any) will be given an opportunity to present their side.

### 2. Resolution and Reporting:

- ✚ The GRC will issue its findings and recommendations within 15 working days of receiving the complaint.
- ✚ The resolution will be communicated in writing to the complainant and relevant parties.

### 3. Appeal:

- ✚ If the complainant is not satisfied with the outcome, they can appeal to the Principal for a review of the decision within 7 working days of receiving the resolution.

## 6. Timelines for Redressal

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### Process Timeline

- Acknowledgment of Grievance Within 2 working days
- Investigation and Hearing Within 10 working days
- Final Resolution Within 15 working days
- Appeal (if required) Within 7 working days of resolution

### 7. Confidentiality

All grievances will be handled with utmost confidentiality to protect the interests of the complainant and the institution. Only those directly involved in the investigation and resolution process will have access to the details of the grievance.

### 8. Protection Against Retaliation

SIMS ensures that no one is penalized for submitting a grievance in good faith. Retaliation against a complainant or any witness involved in the grievance process will result in disciplinary action.

### 9. Record Keeping

A record of all grievances and the actions taken will be maintained by the GRC for a period of at least 2 years from the date of resolution. This will help ensure transparency and accountability.

### 10. Review of Policy

This Grievance Redressal Policy will be reviewed periodically to ensure it remains effective and aligned with the institution's goals and legal requirements.

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## **ANTI-RAGGING POLICY**

### **1. Introduction**

Ragging is strictly prohibited at Soundarya Institute of Management and Science (SIMS). The institution is committed to providing a safe and conducive learning environment, free from any form of ragging or harassment. This policy outlines the principles, preventive measures, and actions to curb ragging within the institution, in line with the University Grants Commission (UGC) Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

### **2. Anti-Ragging Principles**

SIMS upholds the following principles to ensure a ragging-free environment:

- ✦ Zero tolerance for ragging in any form (physical, psychological, or emotional).
- ✦ Every student has the right to study in a safe environment free from intimidation and fear.
- ✦ Prompt and severe action will be taken against those found guilty of indulging in ragging.
- ✦ Strict compliance with UGC and other legal guidelines regarding anti-ragging measures.

### **3. Definition of Ragging**

According to UGC, ragging constitutes any conduct by a student or group of students that causes or is likely to cause physical or psychological harm or raise apprehension or fear in another student. This includes:

- ✦ Verbal, physical, or mental abuse.
- ✦ Indecent behaviour, including sexual harassment.
- ✦ Forced acts that may demean or humiliate a student.
- ✦ Financial extortion or forceful sharing of belongings.
- ✦ Any act that disrupts a student's academic performance.

### **4. Measures to Prevent Ragging**

To ensure a ragging-free campus, SIMS implements the following preventive measures:

- ✦ Awareness Campaigns: Regular orientation programs for both new students and their parents, informing them about the anti-ragging policy.

*Jamy*  
**PRINCIPAL**  
Soundarya Institute Of Management & Science  
Soundaryanagar, Sidedahalli,  
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- ✚ Anti-Ragging Committees: A dedicated Anti-Ragging Committee and Anti-Ragging Squad are established to monitor student interactions and prevent incidents.
- ✚ Display of Information: Anti-ragging posters and banners are displayed prominently across the campus to spread awareness.
- ✚ Helplines: The institution provides anti-ragging helplines and contact numbers of committee members for immediate support in case of any incident.

### 5. Anti-Ragging Committee & Squad

To effectively address and prevent ragging, SIMS has constituted:

- Anti-Ragging Committee:

The Anti-Ragging Committee comprises senior faculty members, staff, and representatives from the student body. The committee is responsible for enforcing the anti-ragging policy and conducting regular reviews of reported incidents.

- ✚ Chairperson: Principal
- ✚ Faculty Representative 1
- ✚ Faculty Representative 2
- ✚ Administrative Officer
- ✚ Student Representative
- ✚ Parent Representative
- ✚ External Representative [External -Police /Advocate/ NGO]

- Anti-Ragging Squad:

The squad consists of faculty members and administrative staff tasked with maintaining vigilance in classrooms, and other campus areas to curb ragging. The squad undertakes surprise inspections and actively monitors students' activities.

### 6. Procedure for Reporting Ragging

Students who face or witness ragging can report the incident through the following channels:

- Inform the Anti-Ragging Committee members directly.
- Use the dedicated helpline numbers.

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- Submit a written complaint to the Principal's office.

Complaints can be made anonymously to protect the identity of the victim.

### 7. Actions and Penalties

Any student found guilty of ragging will face disciplinary action, including but not limited to:

- ✦ Suspension from attending classes.
- ✦ Debarment from examinations.
- ✦ Expulsion from the institution.
- ✦ Cancellation of admission.

Criminal proceedings under the Indian Penal Code (IPC) for severe cases. All decisions will be based on an investigation by the Anti-Ragging Committee, following which appropriate penalties will be imposed.

### 8. UGC Compliance

This policy adheres to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. As per the UGC guidelines:

- ✦ Ragging in any form is a cognizable offense under Indian law.
- ✦ The institution will submit an annual report to the UGC regarding measures taken to prevent ragging and incidents (if any).
- ✦ An online anti-ragging affidavit must be filed by each student and their parents through the official UGC website.

### 9. Counselling and Support

Victims of ragging will be provided with counselling services to help them overcome any trauma and regain confidence. The institution is committed to supporting students through professional counselling services when needed.

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#### 10. Conclusion

Soundarya Institute of Management and Science fosters a culture of mutual respect and inclusiveness. Any violation of this policy will be dealt with sternly to ensure a healthy academic atmosphere for all students.

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Nagesandra Post,  
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# DISPLAY BOARDS IN THE CAMPUS



 **SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE**  
ATTENTION TO ALL STUDENTS

**"Ragging is criminal offence"**

Ragging of any sort is prohibited in the college campus & in the hostel

- Ragging is a cognizable offence under IPC
- Expulsion from the college
- Embossment on Marks cards, Degree certificate, passport etc.
- Penal fee
- Imprisonment for one year

**STAY AWAY FROM RAGGING**

# ORIENTATION PROGRAM

During the orientation program, the Principal emphasized the institution's zero-tolerance policy towards misconduct, particularly ragging and sexual harassment. Students were briefed on the legal consequences of such actions and the importance of creating a safe and respectful campus environment. The Student Welfare Officer highlighted the support systems available, such as counseling services and grievance redressal mechanisms, encouraging students to report any inappropriate behavior. Faculty members also play a key role in guiding students at the start of the semester, promoting a culture of respect, inclusivity, and responsibility within the campus community.



# STUDENT HANDBOOK



## *Student Handbook* 2024:2025

*Joyful  
Learning,  
Kindness,  
Integrity,  
Compassion  
and Service  
to Mankind*

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Institution || Approved by Govt. of Karnataka Recognised  
Institution Under UGC 2(f) and 12(B).

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# STUDENT HANDBOOK

## RAGGING

Today, ragging has become a social menace and needs to be handled with complete seriousness. The institution prohibits all kinds of ragging by the students, whether in the campus or off the campus. Prompt disciplinary action will be initiated by the institution authorities against those found guilty under this act. The students are advised to go through the following sections that contain the relevant information regarding the meaning of the term 'Ragging' and the punishments that the offenders will face when found guilty of ragging.

### What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b. Indulgence in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student. And,
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### Punishment in the event of Ragging

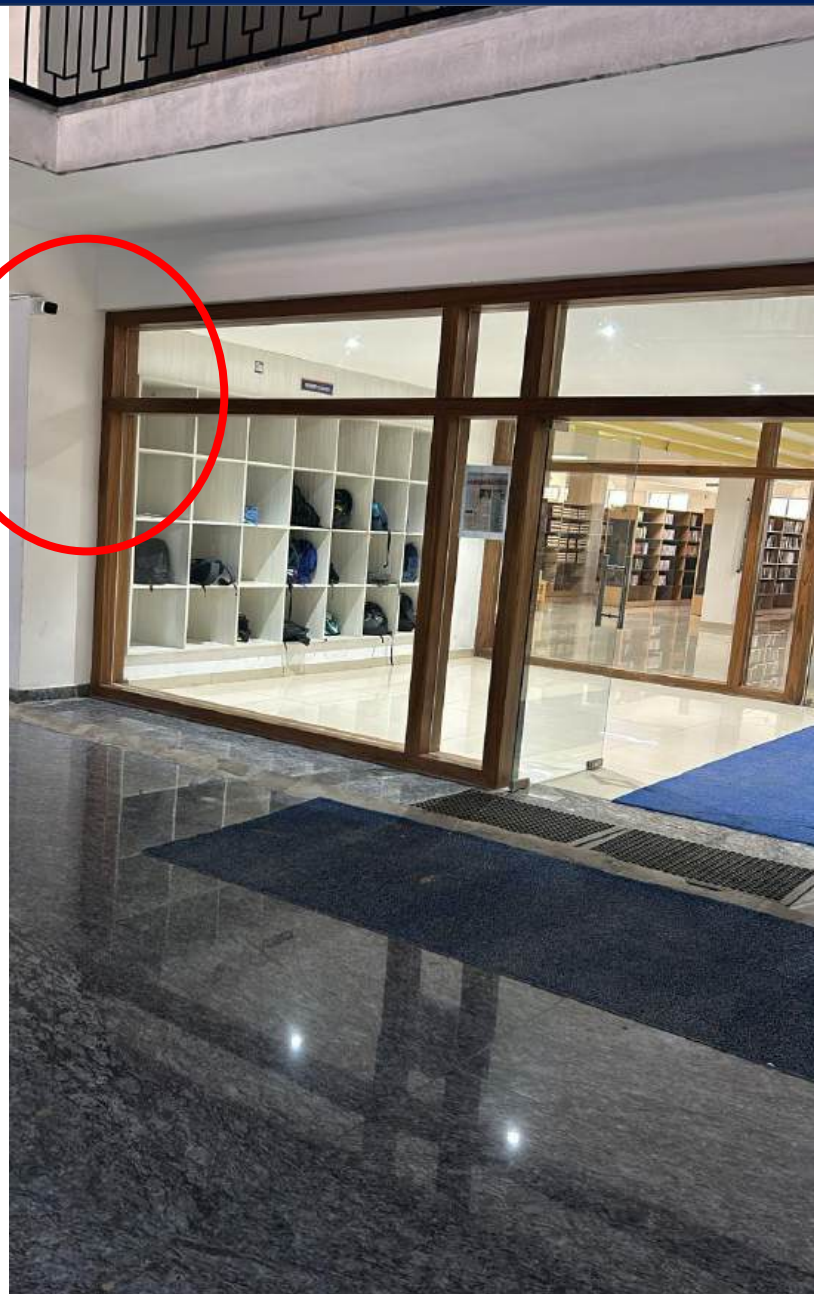
The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty one or more of the following punishments, namely;
  - i. Suspension from attending classes and academic privileges.
  - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - iii. Debarring from appearing in any test/examination or other evaluation process.
  - iv. Withholding results.
  - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - vi. Suspension/ expulsion from the hostel.
  - vii. Cancellation of admission.
  - viii. Rustication from the institution for period ranging from one to four semesters.
  - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.



# SURVEILLANCE CAMERAS



# SURVEILLANCE CAMERAS





CRITERION	STUDENT SUPPORT & PROGRESSION
Question No.	5.1.1
Enclosed document-2	<b>Q.</b> Proof related to Mechanisms for submission of online/offline students' grievances
	<ul style="list-style-type: none"><li>• Procedure of filing Affidavit by government portal website</li><li>• Student Affidavit</li><li>• Grievances box</li><li>• Google form / e-mail</li></ul>

## SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

- 1. PREAMBLE:** In view of the directions of the Hon'ble Supreme Court dated 8.05.2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.
- 2. OBJECTIVE:** To eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.
- 3. WHAT CONSTITUTES RAGGING:** Ragging constitutes one or more of any of the following acts:

  - a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
  - b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**4. MEASURES FOR PROHIBITION OF RAGGING:** There are a number of such measures at institution level, University Level, District level etc. Some of them that are important for students to know are as follows:

- No institution shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and

required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.

- All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.
- The application for admission, enrolment or registration must be accompanied by an Anti Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian. (*Both these Affidavits can be downloaded from the Web*)

- Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.
- The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the

Commission, that the institution has complied with the anti-ragging measures.

- Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.

**5. ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:** The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

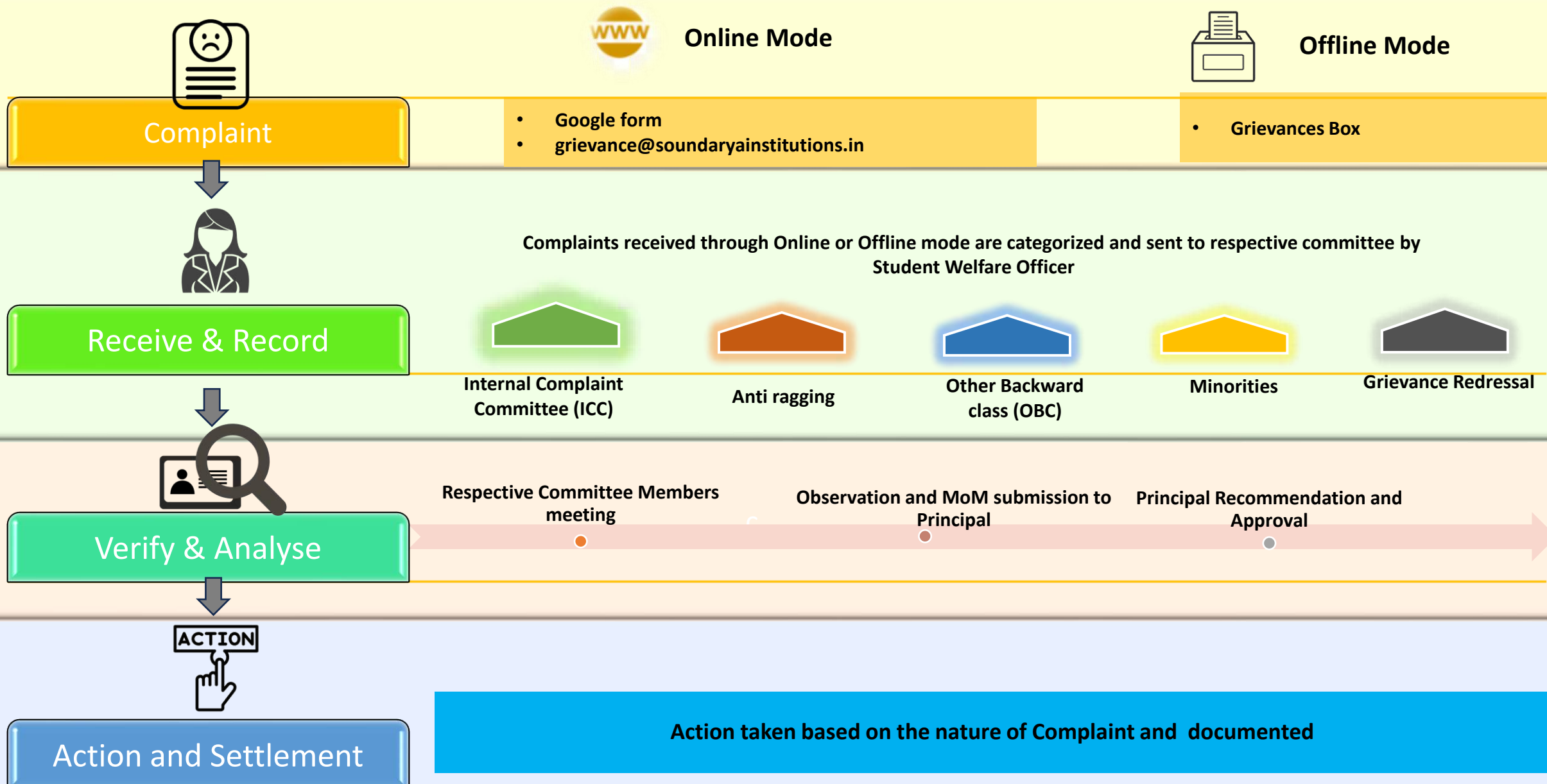
- The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  - a) Suspension from attending classes and academic privileges.
  - b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - c) Debarring from appearing in any test/ examination or other evaluation process.
  - d) Withholding results.



- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - f) Suspension/ expulsion from the hostel.
  - g) Cancellation of admission.
  - h) Rustication from the institution for period ranging from one to four semesters.
  - i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
  - An appeal against the order of punishment by the Anti-Ragging Committee shall lie, (i) in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University; (ii) in case of an order of a University, to its Chancellor. (iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
  - Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is

attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

# Mechanisms for submission of online/offline students' grievances



# PROCEDURE TO FILL STUDENT AFFIDAVIT IN ANTI RAGGING PORTAL

[https://www.antiragging.in/affidavit\\_registration\\_disclaimer.html](https://www.antiragging.in/affidavit_registration_disclaimer.html)



**ANTI  
RAGGING**

Undertaking ▾

Forms ▾

Information ▾

Advisory

IEC KIT

Anti Ragging Day & Week

Videos



Ministry of Education  
Government of India

## YOU ARE GOING TO FILL AN UNDERTAKING FOR ANTIRAGGING

### TO BE FILLED BY A STUDENT

Fields marked with \* are Mandatory.

- If you do not have an E mail address please create one before you fill this form.
- If your mother or father or guardian does not have a phone or a mobile phone or email then please give the numbers or email of their friends or relations or neighbours.
- If you do not have a mobile number, then please give the mobile number of your friend of the same college.

After filling out this form successfully, you can download the Student's Anti Ragging Undertaking and the Parents Anti Ragging Undertaking from Website.

The student will receive an e-mail with his/her registration number. The student will forward that e-mail to the Nodal officer in his/her university/college e-mail.

**Please note that the student will not receive pdf undertaking and he/she is not required to print & sign them as it used to be in the earlier case**

In Case, You have not received Email from Antiragging after filling the Form, You

**Choose your Educational Institution Type**

(Follow \*\* For Help)

College

Standalone Institution

University

After successfully submission of your Undertaking Form, you will receive your **REFERENCE NUMBER**

# PROCEDURE TO FILL STUDENT AFFIDAVIT IN ANTI RAGGING PORTAL



**ANTI RAGGING**

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Ministry of Education  
Government of India

## Undertaking Registration form for Colleges

Fields marked with \* are Mandatory.

### Student's Details

First Name \*

Rakshitha

Middle Name (optional)

Middle Name

Surname / Last Name \*

c

Mobile Number (+91)\*

7977549645

Email\*

connect.rrpn@gmail.com

Gender \*

Female

City\*

BANGALORE

State\*

KARNATAKA

Select Nationality\*

Indian

# PROCEDURE TO FILL STUDENT AFFIDAVIT IN ANTI RAGGING PORTAL

## Parent / Guardian Details

Parent / Guardian Name\*

Gangamma

Parent / Guardian Phone Number (+91)\*

636030961

Parent / Guardian Email\*

connect.rrpn@gmail.com

Parent / Guardian City\*

BANGALORE

Parent / Guardian State\*

KARNATAKA

Parent / Guardian address\*

SOUNDARYA LAYOUT  
NAGASANDRA

## College and Course Details

State in which college is based\*

KARNATAKA

College name (Select College state first)\*

Soundarya Institute of Management & Science Soundarya Road Havanoor I

### Your College Details

College Code	C-20848
College Name	Soundarya Institute of Management & Science Soundarya Road Havanoor Extn. Nagasandra Post Bangalore -73
University Code	U-0215
University Name	Bangalore University Bangalore

# PROCEDURE TO FILL STUDENT AFFIDAVIT IN ANTI RAGGING PORTAL

Select College first and then fill the following as per the College details

College Director's Name \*

Dr.

VASU B.A

College Phone Number (+91)\*

6269000093

College Landline Number (Optional)

6269000092

Details of the course (UG/PG/Diploma)\*

Under Graduate Diploma

Name of the Course \*

BCA

Number of students in your class

50

Current year of study\*

1

Nearest Police Station to yourcollege\*

BAGALGUNTTE

# PROCEDURE TO FILL STUDENT AFFIDAVIT IN ANTI RAGGING PORTAL

## UGC Regulations

- I confirm that I have read UGC's regulations on Ragging.(To read, click on the link [ABSTRACT OF UGC REGULATIONS ON RAGGING](#))
- I confirm that I have read the Judgment of the Hon. Supreme Court on prevention of Ragging.(To read, click on the link [SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT](#) )
- I promise that I will not indulge in Ragging or any form of violent behaviour. Neither will I tolerate being ragged or subjected to violence.
- I understand that if I am accused of Ragging, the responsibility is on me to prove that I am not guilty.
- I will not remain a spectator to acts of Ragging. I will report the matter immediately to my Principal/Director and/or to the Anti-Ragging Helpline at 1800 180 5522 or email to [helpline@antiragging.in](mailto:helpline@antiragging.in)



# PROCEDURE TO FILL STUDENT AFFIDAVIT IN ANTI RAGGING PORTAL

## Confidential Survey

Please answer these questions truthfully and honestly because this survey is totally Confidential, So no part of this survey is going to show anything to your college.

Your college will only know that you have participated in this survey

Were you ever ragged ? \*

No

Yes

Did you ever rag anybody ? \*

No

Yes

What is the phone number of National Anti-Ragging Helpline \*

18001805522

Does ragging happen in your college ? \*

No

Mild

Severe

**WARNING: Please recheck your details (specially email addresses and mobile number) before submitting the form**

I have rechecked the form and confirm that all the details are correct.

Submit Form

# STUDENT AFFIDAVIT (Screen Shot)



**ANTI  
RAGGING**

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[Advisory](#)

[IEC KIT](#)

[Anti Ragging Day & Week](#)

[Videos](#)



**Your record submitted successfully**

**Ref ID: 7658312**

**Name: Rakshitha c**

**Email: connect.rrpn@gmail.com**

# STUDENT AFFIDAVIT (Confirmation Mail)



1 of 923 < >

## Anti-Ragging Undertaking Submission > Inbox x



**antiragging** <info@antiragging.in>  
to me ▾

9:49 AM (2 minutes ago) ☆ 😊 ↶ ⋮

Dear Rakshitha c,  
Thank you for completing the Anti-Ragging Undertaking submission process!  
Taking this small step ensures ragging-free campuses nationwide, allowing students to enjoy college life safely and without fear. If you need assistance, please contact our helpline:

**24x7 National Anti-Ragging Helpline | 1800-180-5522 | [helpline@antiragging.in](mailto:helpline@antiragging.in)**  
**UGC Anti-Ragging National Monitoring Agency: Centre for Youth (C4Y) | 011 4161 9005 | [antiragging@c4yindia.org](mailto:antiragging@c4yindia.org)**

### Your undertaking details are as follows:

**Ref ID:** 7658312

**Name:** Rakshitha c

**College Name:** Soundarya Institute of Management & Science Soundarya Road Havanoor Extn. Nagasandra Post Bangalore -73

**University Name:** Bangalore University Bangalore

Please download your Undertaking document from the website ([www.antiragging.in](http://www.antiragging.in)) and forward this email to your educational institution to confirm your submission of the undertaking form.

# Grievance Box



The Institution has implemented a Grievance Box System to ensure a transparent and effective mechanism for addressing student and faculty concerns. The box is strategically placed in accessible area across the campus, allowing individuals to anonymously submit their grievances. All submissions are reviewed by a designated committee, ensuring prompt resolution in line with institutional policies. This initiative reflects our commitment to fostering a supportive and responsive educational environment

## Student Grievance Form

This Student Grievance Form provides guidance for students in following the grievance process for academic and non-academic grievances, and complaints of unlawful discrimination or unfair treatment. Use this form to document your grievance.

Student USN / Register Number \*

Short answer text

Name of the students (CAPITAL) \*

Short answer text

E-mail Address \*

Short answer text

Mobile No. \*

Short answer text

# Google form / Gmail

Gender \*

- Male
- Female

Program \*

- B.Com
- B.B.A
- B.B.A (Aviation)
- B.C.A
- B.Sc
- B.Sc (Forensic Science)
- B.A
- M.B.A
- M.Com
- M.C.A
- M.Sc (Forensic Science)

# Google form / Gmail

Year \*

- First Year
- Second Year
- Third Year

In the space below, state your grievance. Be as specific as possible. If this is an academic grievance (including a grade appeal), please give the faculty's name, and department. \*

Long answer text

Please indicate the type of grievance



Multiple choice

- Academic
- Non-Academic
- Discrimination



Gmail



[grievances@soundaryainstitutions.in](mailto:grievances@soundaryainstitutions.in)

**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**CIRCULAR**

**02.05.2023**

A meeting of Internal Complaint Committee is scheduled to be convened on 03.05.2023 at 2.30 PM in Room No. 201. All the members are hereby informed to attend the meeting without fail.

AGENDA - Observation of complaints

  
**CONVENER**

  
**PRINCIPAL**  
Principal  
Soundarya Institute of  
Management & Science  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bengaluru-73

**MEMBERS:**

1. Mr. Swamy M R - Asst. Professor, Department of BCA
2. Ms. Shambhavi B R - Asst. Professor, Department of PG studies in commerce
3. Mr. Rajesh - Student of BCOM
4. Ms. Bhavana Prabhu - Student of BCA
5. Mr. Darshan - Student of BBA
6. Mr. Rakesh - Student of PG Department of Commerce

Meeting - A

Timings - 2:30  
Date - 03/05/23

AGENDA :-

### Observation of Complaints

- 1) The Convenor of ICC Dr. Asha M. J. invited all the faculty & student members of ICC to the committee meeting.
- 2) On 29<sup>th</sup> April 2023 we found a letter in the suggestion box, the letter is with respect to take action on the Bus Driver for the harsh driving. We all the committee members went through the letter in depth. We got to know that one of the Bus Driver hit the Girl who was walking in the foot path & didn't even stop after the incident & the girl was badly injured.
- 3) Considering this as a major issue we prepared a report on this & forwarded to the Transportation Manager, Mr. Ramu through principal Sir notice.
- 4) The Manager promised to take strict action against the Bus Driver & also to warn all the other Bus Drivers to drive smoothly & carefully.
- 5) I ended up the meeting with vote of thanks.

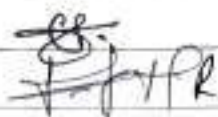


## SIGNATURES:

CONVENER - Dr. Asha M.H.

MEMBERS - ① Swamy M.P.

② Shambhavi B.R. - 27/07/2020



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**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**CIRCULAR**

**13.02.2023**

A meeting of Internal Complaint Committee is scheduled to be convened on 14.02.2023 at 2.30 PM in Room No. 201. All the members are hereby informed to attend the meeting without fail.

AGENDA - Observation of complaints

  
CONVENER

  
PRINCIPAL

Principal  
Soundarya Institute of  
Management & Science  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bangalore-73

**MEMBERS:**

1. Mr. Swamy M R - Asst. Professor, Department of BCA
2. Ms. Shambhavi B R - Asst. Professor, Department of PG studies in commerce
3. Mr. Rajesh - Student of BCOM
4. Ms. Bhavana Prabhu - Student of BCA
5. Mr. Darshan - Student of BBA
6. Mr. Rakesh - Student of PG Department of Commerce

→ Meeting - 2

Timings - 11:30  
Date - 14/02/2023

AGENDA ⇒

## Observation of Complaints

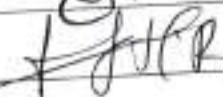
- The Convener Dr. Asha M+I Invited all the faculty members & Student members to the Internal Complaint Committee meeting.
- This meeting was about the observation of Complaints, as we had circulated to all the class rooms regarding the awareness of ICC Committee, its ~~responsibility~~ <sup>responsibility</sup> to address the problems if any.
- We had previously checked the suggestion box before the meeting we did not find any of the queries in it.
- We also Enquired the Student members if any possibility of personal communication from other students, The results were Nil.
- Hence till date i.e., 14/02/2023 there are no Complaints on any of the issues.
- Finally Dr. Asha M+I Delivered vote of thanks to all the members.

## SIGNATURES :

CONVENER : Dr. Asha M.H.



MEMBERS - ① Swamy M.R.

② Shambhavi B.R. • 21025202107  
2

**SOUNDARYA INSTITUTE OF MANAGMENT AND SCIENCE**

Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore - 73

**CIRCULAR**

14.02.2024

A meeting of Internal Complaint Committee is scheduled to be convened on 15.02.2024 at 2.30 PM in Room No. LH008. All the members are hereby informed to attend the meeting without fail.

**AGENDA - 1. Observation of Complaints**

**2. Reviewing of previous meeting**

  
CONVENER

  
**PRINCIPAL**  
Soundarya Institute of Management & Science  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bangalore-73.

**MEMBERS:**

1. Mr. Swamy M R - Asst. Professor, Department of BCA
2. Dr. Ramesh D - Asst. Professor, Department of PG studies in Management
3. Ms. Rashmi r - Asst. Professor Department of Humanities
4. Mr. Manoj - Student of BCA
5. Ms. Bhargavi - BBA -Ava
6. Mr. Abhishek - B Com
7. Mr. Yashas - MBA
8. Ms. Gouthami - M Com

Meeting - 7

Timings - 2:30 PM

Date - 15/2/24

AGENDA =&gt;

## Observation of Complaints

=> Convenor Ms. Prithvi Heggade, M.P. Invited all the faculty members & Student members to the Internal Complaint Committee meeting.

=> This meeting was about the observation of Complaints, as we had circulated to all the class rooms, regarding the awareness of Ice Committee its our responsibility to address the problems if any.

=> We had previously checked the Suggestion box before the meeting students mentioned about providing shiftwise transportation facilities as timings varies from course to course.

=> finally Ms. Prithvi Heggade M.P. delivered vote of thanks to all the members.

Signature:-

Convenor - Ms Prithvi Heggade

Members - Mr. Swamy M.P.

Dr. Ramesh

Ms Parvati sharma

**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**CIRCULAR**

**24.01.2022**

A meeting of Internal Complaint Committee is scheduled to be convened on 25.01.2022 at 2.00 PM in Room No. 201. All the members are hereby informed to attend the meeting without fail.

AGENDA - Observation of Complaints

  
**CONVENER**

**PRINCIPAL**  
Principal  
**Soundarya Institute of  
Management & Science**  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bengaluru-73

**MEMBERS:**

1. Mr. Swamy M R - Asst. Professor, Department of BCA
2. Ms. Shambhavi B R - Asst. Professor, Department of PG studies in commerce
3. Ms. Bhuvana - Student of BCOM
4. Mr. Varun - Student of BCA
5. Ms. Arthi Patel - Student of BBA
6. Mr. Shashank - Student of PG Department of Commerce

Meeting - 4

Timings - 2:00 PM.

Date - 25/1/2022

AGENDA ⇒

- 1] Observation of Complaints
- 2] Reviewing previous issues Outcome.

⇒ The Committee Convenor Dr. Jha. M.H invited all the faculty & student members to the meeting.

⇒ We had previously checked the suggestion box before the meeting we did not found any of the queries in it.


⇒ We also enquired the student members if any possibility of personal communication from other students, The results were Nil.


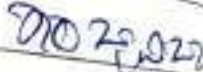
⇒ Hence till date i.e., 25/1/2022 there are No Complaints on any of the issues.

⇒ finally Dr. Jha M.H Delivered vote of thanks to all the members.



SIGNATURES

CONVENER - Dr. Asha, M.H. 

MEMBERS - (1) Swamy M.R. -   
(2) Shambhavi B.R. - 

10/23/22

**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**CIRCULAR**

05.06.2023

A meeting of Internal Complaint Committee is scheduled to be convened on 06.06.2023 at 2.30 PM in Room No. 201. All the members are hereby informed to attend the meeting without fail.

- AGENDA - 1. Observation of complaints  
2. Reviewing previous issues outcome

  
**CONVENER**

  
**PRINCIPAL**  
Principal  
**Soundarya Institute of  
Management & Science**  
Soundarya Nagar, Sidedahalli  
Nagasandra Post

**MEMBERS:**

1. Mr. Swamy M R - Asst. Professor, Department of BCA
2. Ms. Shambhavi B R - Asst. Professor, Department of PG studies in commerce
3. Mr. Rajesh - Student of BCOM
4. Ms. Bhavana Prabhu - Student of BCA
5. Mr. Darshan - Student of BBA
6. Mr. Rakesh - Student of PG Department of Commerce

→ Meeting - 5

Page  
Timings - 2:30 PM  
Date - 06/06/23

AGENDA →

- 1) Observation of Complaints
  - 2) Reviewing previous issues
- The Committee Convenor Dr. Asha Miti invited all the faculty & student members to the meeting
- We had received 2 letters in the month of May 2023, The first letter dated on 17/05/23 with respect to Comp off in college fees by 4<sup>th</sup> Semester B.Com student - with regard to this letter the student requested for the fee concession as her parents are not able to make out, we as a committee couldn't take any decision as it was regarding fees hence, we requested principal Dr. BA vasu to put forward the same to the higher authority in order to provide justice for the student's request.
- The second letter dated on 24/05/23 with respect to Change of van Drivers by the students of VAN NO. - 5 → with regard to this letter the students are not happy with behaviour of that particular van hence they need a change of van driver in order to have smoother Journey.


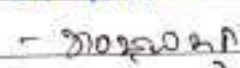
With the Notice of Principal Sir we forwarded the same letter to the Manager Mr. Ramesh, Transportation Head to look after the issue & to solve the same as soon as possible.

⇒ The Issue which happened in the month of April was resolved by the Transportation Department.

⇒ The Convener delivered vote of thanks to all the members in the meeting by reviewing all the issues of 2022-23's outcome by preparing a report & the same was submitted to the Principal.

## SIGNATURES

CONVENER ⇒ Dr. Asha Mith

MEMBER ⇒ (i) Mr. Swamy M.R. -   
(ii) Ms. Shambhavi B.R. - 

**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**CIRCULAR**

**06.12.2021**

A meeting of Internal Complaint Committee is scheduled to be convened on 07.12.2021 at 2.00 PM in Room No. 201. All the members are hereby informed to attend the meeting without fail.

AGENDA – Observation of Complaints

  
**CONVENER**

  
**PRINCIPAL**  
Principal  
**Soundarya Institute of  
Management & Science**  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bengaluru-73

**MEMBERS:**

1. Mr. Swamy M R – Asst. Professor, Department of BCA
2. Ms. Shambhavi B R – Asst. Professor, Department of PG studies in commerce
3. Ms. Bhuvana – Student of BCOM
4. Mr. Varun – Student of BCA
5. Ms. Arthi Patel – Student of BBA
6. Mr. Shashank – Student of PG Department of Commerce

→ Meeting - 3

Timings - 2:00 PM

Date :- 7/12/2021

AGENDA ⇒

### Observation of Complaints


⇒ The Convener of ICC Dr. Aha M.H invited all the faculty & student members of ICC to the Committee meeting.


⇒ On 12/11/2021 We found a letter in the Suggestion box with respect to action against van drivers for harsh driving - The Nelamargala route van driver is very harsh at driving & the students are requesting for the change of van driver.

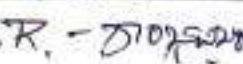
⇒ With principal Sir notice we put forwarded the same issue to the Transportation Department Mr. Ramesh to take strict action against the van drivers.

⇒ Winded up the meeting with vote of thanks.

SIGNATURES :-

CONVENER - Dr. Aha M.H. 

MEMBERS - ① Swamy M.R. 

② Shambhau B.R. 

**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**CIRCULAR**

**25.10.2021**

A meeting of Internal Complaint Committee is scheduled to be convened on 26.10.2021 at 2.00 PM in Room No. 201. All the members are hereby informed to attend the meeting without fail.

AGENDA - Observation of Complaints

  
**CONVENER**

  
**PRINCIPAL**

Principal  
**Soundarya Institute of  
Management & Science**  
Soundarya Nagar Sidedahalli,  
Nagasandra Post Bangalore-73

**MEMBERS:**

1. Mr. Swamy M R - Asst. Professor, Department of BCA
2. Ms. Shambhavi B R - Asst. Professor, Department of PG studies in commerce
3. Ms. Bhuvana - Student of BCOM
4. Mr. Varun - Student of BCA
5. Ms. Arthi Patel - Student of BBA
6. Mr. Shashank - Student of PG Department of Commerce

- Meeting - R

Timings - 2:00 PM

Date - 26/10/2021

AGENDA ⇒

### Observation of Complaints

⇒ The Convener Dr. Asha M.H. Invited all the faculty members & Student members to the Internal Complaint Committee meeting.

⇒ This meeting was about the observation of Complaints, as we had Circulated to all the class rooms regarding the awareness of ICC Committee, its our responsibility to address the problems if any.

⇒ We had previously checked the suggestion box before the meeting we did not found any of the Grievances in it.

⇒ We also enquired the student members if any possibility of personal communication from other students, the results were Nil.

⇒ Hence till date i.e 26/10/2021 there are No Complaints on any of the issues.



# SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE

Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

## CIRCULAR

06.09.2021

A meeting of Internal Complaint Committee is scheduled to be convened on 07.09.2021 at 2.00 PM in Room No. 201. All the members are hereby informed to attend the meeting without fail.

AGENDA - Distribution of Roles and Responsibilities of the committee members

  
**CONVENER**

  
**PRINCIPAL**  
Principal

**Soundarya Institute  
Management & Science  
Soundarya Nagar, Sidedahalli  
Nagasandra Post, Bangalore-73**

### MEMBERS:

1. Mr. Swamy M R - Asst. Professor, Department of BCA
2. Ms. Shambhavi B R - Asst. Professor, Department of PG studies in commerce
3. Ms. Bhuvana - Student of BCOM
4. Mr. Varun - Student of BCA
5. Ms. Arthi Patel - Student of BBA
6. Mr. Shashank - Student of PG Department of Commerce

**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**CIRCULAR**

**06.09.2021**

A meeting of Internal Complaint Committee is scheduled to be convened on 07.09.2021 at 2.00 PM in Room No. 201. All the members are hereby informed to attend the meeting without fail.

AGENDA – Distribution of Roles and Responsibilities of the committee members

  
**CONVENER**

  
**PRINCIPAL**  
Principal  
**Soundarya Institute of Management & Science**  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bengaluru-73

**MEMBERS:**

1. Mr. Swamy M R – Asst. Professor, Department of BCA
2. Ms. Shambhavi B R – Asst. Professor, Department of PG studies in commerce
3. Ms. Bhuvana – Student of BCOM
4. Mr. Varun – Student of BCA
5. Ms. Arthi Patel – Student of BBA
6. Mr. Shashank – Student of PG Department of Commerce

# BOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE

## INTERNAL COMPLAINT COMMITTEE 2021-22

Meeting - 1

Timings : 2:00 PM

Date : 7/9/2021

AGENDA ⇒ Distribution of Roles and Responsibilities of Committee members.

⇒ As the New Academic year Commenced, i.e., 2021-22, the Internal Complaint Committee was reconstituted on 7/9/2021 By the principal of the Institution Dr. B.A. Vasu.

The New Convenor for the Committee is Dr. Asha M.H, Asst. professor, Dept of Language, she will be heading the Committee with other 2 members Mr. Swamy M.R, Asst. professor, Dept of BCA & MB. Shambhau B.R, Asst. professor, Dept of PBI Studies in Commerce, These 3 members will have to take care of the Committee which is exclusively meant for the students welfare.

Then we also recognized student members from each dept. so that the other students can feel free to share their complaints.

The Student members are.

1] Ms Bhuvana — BCOM

2] Mrs Varun — BCA

3] Ms. Anithi Patel — BBA

4] Mr. Shashank — PBI Dept of Commerce.

⇒ The Convener distributed the Roles & Responsibilities of the faculty members & Student members in order to run the Committee smoothly.

⇒ Mrs. Swarny M.R. Incharge of clearing Suggestion box, Addressing students by creating awareness of ICC with the help of 2 student members.

⇒ Ms. Shambhavi B.R. is incharge of maintaining documents, preparing MORA & Circulars for the upcoming meetings with the help of 2 student members.

⇒ The Complaints raised by students will be first kept in the internal meeting of Committee members with the Convener if the issue is not resolved then it will be further proceeded to higher authority.

⇒ finally, the meeting was winded up by briefing all the Roles & Responsibility accordingly.

Signatures :-

CONVENER — Doz. Neha MH

Members — ① SWAMY M.R

② SHAMBHAVI B.R — Doz. J. 2017

**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**CIRCULAR**

**03.03.2022**

A meeting of Internal Complaint Committee is scheduled to be convened on 04.03.2022 at 2.00 PM in Room No. 201. All the members are hereby informed to attend the meeting without fail.

AGENDA - Observation of Complaints

  
**CONVENER**

  
**PRINCIPAL**

Principal  
**Soundarya Institute of  
Management & Science**  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bengaluru-73

**MEMBERS:**

1. Mr. Swamy M R - Asst. Professor, Department of BCA
2. Ms. Shambhavi B R - Asst. Professor, Department of PG studies in commerce
3. Ms. Bhuvana - Student of BCOM
4. Mr. Varun - Student of BCA
5. Ms. Arthi Patel - Student of BBA
6. Mr. Shashank - Student of PG Department of Commerce

Meeting - 5

Timings - 2:00 PM

Date :- 4/3/2022

AGENDA ⇒

## Observation of Complaints


⇒ The Convener Dr. Asha M.H. Invited all the faculty members & students members to the internal Complaint Committee meeting.

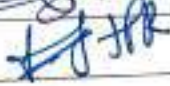
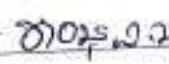
⇒ On 17/2/2022 We received a letter in suggestion box with regards to requesting for change of Canteen.

⇒ As this issue is not under our control we put forwarded to higher authority with principal's notice to consider the request.

⇒ finally Dr. Asha M.H. delivered vote of thanks to all the members.

SIGNATURES

CONVENER - Dr. Asha M.H. 

MEMBERS - (1) Swameya M.R.   
 (2) Shambhavi B.R. 

**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**CIRCULAR**

25.04.2022

A meeting of Internal Complaint Committee is scheduled to be convened on 25.04.2022 at 2.00 PM in Room No. 201. All the members are hereby informed to attend the meeting without fail.

AGENDA - Observation of Complaints

  
CONVENER

  
PRINCIPAL

Principal  
Soundarya Institute of  
Management & Science  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bengaluru-73

**MEMBERS:**

1. Mr. Swamy M R - Asst. Professor, Department of BCA
2. Ms. Shambhavi B R - Asst. Professor, Department of PG studies in commerce
3. Ms. Bhuvana - Student of BCOM
4. Mr. Varun - Student of BCA
5. Ms. Arthi Patel - Student of BBA
6. Mr. Shashank - Student of PG Department of Commerce



Meeting - 8

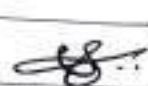
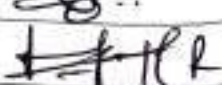
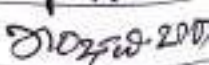
SURYA Gold  
Date: \_\_\_\_\_ Page: \_\_\_\_\_

Timings - 2:00 PM  
Date - 25/04/2022

AGENDA => Observation of Complaints

- > The Convener of ICC Dr. Asha M.H. invited all the faculty members & Student members to the ICC meeting
- > On 14/04/2022 we received a letter from suggestion box with respect to PG Students requesting about more no. of washrooms for each floor, because they are facing problem with that!
- > Hence we put forwarded the same to the Higher Authority with principal Sir notice to do the needful
- > Finally Dr. Asha M.H. delivered vote of thanks to the members

SIGNATURES:

Convener - Dr. Asha M.H.   
Members - Mr. Bwanay M.R.   
Ms. Shambhani B.P. 

**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**CIRCULAR**

**13.06.2022**

A meeting of Internal Complaint Committee is scheduled to be convened on 14.06.2022 at 2.00 PM in Room No. 201. All the members are hereby informed to attend the meeting without fail.

AGENDA - Observation of Complaints

Reviewing the addressed issues outcome

  
**CONVENER**

  
**PRINCIPAL**

Principal  
**Soundarya Institute of  
Management & Science**  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bangalore-73

**MEMBERS:**

1. Mr. Swamy M R - Asst. Professor, Department of BCA
2. Ms. Shambhavi B R - Asst. Professor, Department of PG studies in commerce
3. Ms. Bhuvana - Student of BCOM
4. Mr. Varun - Student of BCA
5. Ms. Arthi Patel - Student of BBA
6. Mr. Shashank - Student of PG Department of Commerce

Meeting - 7

Timing : 2:00 PM  
Date : 14/6/2022

AGENDA ⇒

Observation of Complaints  
revising the address issues  
Outcome.

⇒ The Convener of Dr. Jha M.H. invited all the faculty members & student members to the Internal Complaint Committee meeting.

⇒ On 23/5/2022 We received a letter with regards to students parking from BCOM Boys - As most of the students come in By Bike to the College the space given for the parking is not enough. hence we they are requesting to extend the parking facility

⇒ As the year 2021-22 came to an end. The ICC Committee revised all the issues of 2021-22 has been resolved @ not and prepared a report on it based on the Outcome. and submitted to the principal.

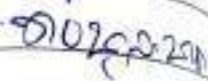

⇒ finally Dr. Jha M.H. delivered vote of thanks to the members.

SIGNATURES

CONVENER - Des Jha M.H

MEMBERS - ① Swamey M.R

② Shambhavi B.R



**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**CIRCULAR**

**26.12.2022**

A meeting of Internal Complaint Committee is scheduled to be convened on 27.12.2022 at 2.30 PM in Room No. 201. All the members are hereby informed to attend the meeting without fail.

**AGENDA - Distribution of Roles and Responsibilities of committee members**

  
**CONVENER**

  
**PRINCIPAL**

Principal  
**Soundarya Institute of  
Management & Science**  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bengaluru-73

**MEMBERS:**

1. Mr. Swamy M R - Asst. Professor, Department of BCA
2. Ms. Shambhavi B R - Asst. Professor, Department of PG studies in commerce
3. Mr. Rajesh - Student of BCOM
4. Ms. Bhavana Prabhu - Student of BCA
5. Mr. Darshan - Student of BBA
6. Mr. Rakesh - Student of PG Department of Commerce

# BOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE

## INTERNAL COMPLAINT COMMITTEE 2022-23

Meeting - 1

Timings - 2:30pm

Date - 27/12/22

AGENDA => Distribution of Roles & Responsibilities of Committee members.

As the New Academic Year Commenced i.e., 2022-23, the Internal Complaint Committee was reconstituted on 27/12/22 By the Principal of the Institution Dr. B.A. Vasu. The New Convener for the Committee is Dr. Asha M.H., Asst. Professor, Dept. of Language, she will be heading the Committee with other 2 members Mr. Swamy M.R., Asst. Professor, Dept. of BCA & Ms. Shambhavi B.R., Asst. Professor Dept. of PG Studies in Commerce, These 3 members will have to take care of the Committee which is exclusively meant for the Students Welfare.

Then we also recognised student members from each dept. so that the other students can feel free to share their complaints.

The student members are.

- 1) Mr. Rajesh - BCOM
- 2) Ms. Bhavana prabhu - ~~BCA~~ BCA
- 3) Mr. Darshan - BBA
- 4) Mr. Rakish - PG, Dept. of Commerce

The Convener distributed the Roles & Responsibilities of the faculty members & student members in order to run the Committee smoothly.

→ Mr. Swamy M.R. is Incharge of Class Suggestion box, Addressing students by creating awareness of PCC with the help of 2 student members.

→ Ms. Shambhavi B.R. is Incharge of maintaining documents, preparing MOM & Circulars for the upcoming meetings with the help of 2 student members.

→ The complaints raised by students will be first kept in the internal meeting of committee members with the Convener. If the issue is not resolved then it will be further proceeded to higher authority.

→ Finally, the meeting was winded up by briefing all the Roles & Responsibilities accordingly.

## SIGNATURES:

CONVENOR - Dr. Asha M.H.

Asha M.H.

MEMBERS - (1) SIMFIMY M.R.

~~Simfimy M.R.~~(2) SHAMBHAVI B.R. - 202509.2000  
2



# SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE

Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

## INTERNAL COMPLAINT COMMITTEE

2021-22

As per the guidelines of UGC & the Supreme Court an Internal Complaint committee has been framed with respect to look after two major cells i.e., Anti-Sexual Harassment cell & Grievance Redressal cell in order to provide a healthy atmosphere to the students of Soundarya Institute of Management and Science.

The following are the members of committee for the academic year 2021-22.

SL. NO.	NAME	DESIGNATION	DEPARTMENT
1.	DR ASHA M H	CONVENER	Asst. Professor Department of Language
2.	Mr. SWAMY M R	MEMBER	Asst. Professor Department of BCA
3.	Ms. SHAMBHAVI B R	MEMBER	Asst. Professor Department of PG studies in Commerce

SL. NO.	NAME	DESIGNATION	DEPARTMENT
1.	Ms. BHUVANA	MEMBER	BCOM
2.	Mr. VARUN	MEMBER	BCA
3.	Mr. ARTHI PATEL	MEMBER	BBA
4.	Mr. SHASHANK	MEMBER	PG Department of Commerce

*Asha M H*  
CONVENER

*for Ashwani*  
PRINCIPAL

Principal  
Soundarya Institute of  
Management & Science  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bangalore-73

## ANTI-SEXUAL HARASSMENT CELL

As per the guidelines of UGC & the Supreme Court an Anti-Sexual Harassment Committee has been established by the college to provide a healthy atmosphere to the students of the college.

Anti-Sexual harassment Committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault, rape & other related crimes on girl students.

**GOAL:** Prevention of sexual harassment to ensure safe environment for girl students for the studies.

### OBJECTIVES:

- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To work out details for the implementation of these policies
- To prepare a detail plan of action for both short term and long term
- To organize gender sensitization awareness programme
- To deal with cases of discrimination and sexual harassment in a time bound manner aiming at ensuring support services to the victimized

  
**CONVENER**

  
**PRINCIPAL**

Principal  
Soundarya Institute of  
Management & Science  
Soundarya Nagar, Sidedahalli  
Nagasandra Post, Bengaluru-73

## GRIEVANCE REDRESSAL CELL

As per the UGC Regulation a Centralized Confidential Students Grievance Redressal Committee has been reconstituted on 01.09.2021 to redress the grievances and complaints of the students of Soundarya institute of management and science, Bangalore with the objective of preventing unfair practices and to provide a mechanism to students.

### Objectives of Grievance Redressal Cell:

- To uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship etc
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- To support, those students who have been deprived of the services offered by the College, for which he/she is entitled.
- To ensure effective solution to the student's grievances with an impartial and fair approach.

### Functions of Grievance Redressal Cell:

- The function of the cell is to look into the complaints lodged by any student, and judge its merit.
- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box of the Grievance Cell at each floor.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

  
**CONVENER**

  
**PRINCIPAL**

Principal  
Soundarya Institute of  
Management & Science  
Soundarya Nagar, Siddahalli  
Nagasandra Post, Bengaluru-73

# **SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**

**Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73**



## **INTERNAL COMPLAINT COMMITTEE**

**2023-24**

As per the guidelines of UGC & the Supreme Court an Internal Complaint committee has been framed with respect to look after two major cells i.e., Anti-Sexual Harassment cell & Grievance Redressal cell in order to provide a healthy atmosphere to the students of Soundarya Institute of Management and Science.

The following are the members of committee for the academic year 2023-24.

<b>SL. NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>DEPARTMENT</b>
1.	MRS.PRITHVI HEGGADE	CONVENER	HOD Department of Commerce
2.	Mr. SWAMY M R	MEMBER	Asst. Professor Department of BCA
3.	DR.RAMESH D	MEMBER	Asst. Professor Department of PG studies in Management
4.	MS.RASHMI R	MEMBER	Asst. Professor Department of Humanities

SL. NO.	NAME	DESIGNATION	DEPARTMENT
1.	Mr. MANOJ	STUDENT MEMBER	BCA
2.	Mr. ABHISHEK	STUDENT MEMBER	BCOM
3.	Ms. BHARGAVI	STUDENT MEMBER	BBA- AVIATION
4.	Mr. RAKESH	STUDENT MEMBER	PG Department of Commerce
5.	Mr. YASHAS	STUDENT MEMBER	MBA
6.	Ms. GOWTHAMI	STUDENT MEMBER	MCOM

4-4' Hegade  
CONVENER

  
PRINCIPAL  
PRINCIPAL  
Soundarya Institute of Management & Science  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bangalore-73.

# SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE

Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

## INTERNAL COMPLAINT COMMITTEE 2023-24

### ISSUE ADDRESSED

SL.NO	DATE	ISSUE RAISED	ISSUE ADDRESSED	REMARKS
1.	15/1/24	Transportation Problem because of 2 shifts	put forward to transportation dept with principal notice and provided bus facility of shifts	Solved

*f.i. Hegzale*  
CONVENER

*Vamshi*  
**PRINCIPAL**  
**PRINCIPAL**  
Soundarya Institute of Management & Science  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bangalore-73.

# SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE

Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

## INTERNAL COMPLAINT COMMITTEE

2022-23

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2.	Mr. SWAMY M R	MEMBER	Asst. Professor Department of BCA
3.	Ms. SHAMBHAVI B R	MEMBER	Asst. Professor Department of PG studies in Commerce

SL. NO.	NAME	DESIGNATION	DEPARTMENT
1.	Mr. RAJESH	MEMBER <i>Student</i>	BCOM
2.	Ms. BHAVANA PRABHU	MEMBER <i>Student</i>	BCA
3.	Mr. DARSHAN	MEMBER <i>Student</i>	BBA
4.	Mr. RAKESH	MEMBER <i>Student</i>	PG Department of Commerce

*Asha M H*  
CONVENER

*vamb*  
PRINCIPAL

Principal  
Soundarya Institute of  
Management & Science  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bengaluru-73

## ANTI-SEXUAL HARASSMENT CELL

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**GOAL:** Prevention of sexual harassment to ensure safe environment for girl students for the studies.

### OBJECTIVES:

- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To work out details for the implementation of these policies
- To prepare a detail plan of action for both short term and long term
- To organize gender sensitization awareness programme
- To deal with cases of discrimination and sexual harassment in a time bound manner aiming at ensuring support services to the victimized

  
**CONVENER**

  
**PRINCIPAL**  
Principal  
Soundarya Institute of  
Management & Science  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bengaluru-73



## GRIEVANCE REDRESSAL CELL

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### Objectives of Grievance Redressal Cell:

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- To ensure effective solution to the student's grievances with an impartial and fair approach.

### Functions of Grievance Redressal Cell:

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- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box of the Grievance Cell at each floor.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

  
CONVENER

  
PRINCIPAL

Principal  
Soundarya Institute of  
Management & Science  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, Bengaluru-73

**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**INTERNAL COMPLAINT COMMITTEE - 2022-23**  
**ISSUES ADDRESSED**

SL. NO.	DATE	ISSUE RAISED	ISSUE ADDRESSED	REMARKS
1.	29.04.2023 ICC-2022/ 23-1	To take action on the bus driver for rash driving - by 1 <sup>st</sup> year BSC student	Put forwarded to Transportation department with Principal notice to take strict action against the van driver	SOLVED
2.	17.05.2023 ICC-2022/ 23-2	Requesting for Fee concession - by 2 <sup>nd</sup> year B.com student	Put forwarded to higher authority with Principal notice	SOLVED
3.	24.05.2023 ICC-2022/ 23-3	Requesting for the changes of van driver of van no. 5 - by van no. 5 students	Put forwarded to Transportation department with Principal notice to take strict action against the van driver	SOLVED

  
CONVENER

  
PRINCIPAL

Principal  
Soundarya Institute of  
Management & Science  
Soundarya Nagar, Sidedahalli,  
Nagasandra Post, D-

**SOUNDARYA INSTITUTE OF MANAGEMENT AND SCIENCE**  
Soundarya Nagar, Sidedahalli, Nagasandra Post, Bangalore-73

**INTERNAL COMPLAINT COMMITTEE - 2022-23**  
**ANTI-SEXUAL HARASSMENT**

<b>SL. NO.</b>	<b>DATE</b>	<b>ISSUE RAISED</b>	<b>ISSUE ADDRESSED</b>	<b>REMARKS</b>
1.	06.06.2023	Result Not Found	--	--

  
CONVENER

  
Principal  
Soundarya Institute of  
Management & Science  
Soundarya Nagar, Sidedahalli  
Nagasandra Post, Bengaluru.

# Internal Complaints Committee (ICC) Annual Report 2019-20

**Institution:** Soundarya Institute of Management and Science

**Reporting Period:** 01-06-2019 to 31-05-2020

**Report Date:** 15-06-2020

## 1. Introduction

The Internal Complaints Committee (ICC) at Soundarya Institute of Management and Science was established in accordance with the UGC guidelines and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. This annual report provides a summary of the activities undertaken by the ICC during the reporting period.

## 2. Composition of the ICC (as of 31-05-2020)

The ICC comprises the following members:

Designation	Name	Contact Information
Chairperson	Mrs. Prithvi Heggade M P	9945336555
Faculty Representative 1 (Women)	Mrs.Sowmyalatha	8971146174
Faculty Representative 2 (Men)	Mr. Somashekar	9035547908
Student Representative 1	Ms. Madhuri	6361733154
Student Representative 2	Ms. Dhanya Lakshmi	7676460266
External Representative	Dr. Mahesh Principal Soundarya Law College	8095727472

### 3. Meetings and Initiatives

- Number of ICC Meetings Conducted: 02

The ICC conducted regular meetings during the academic year to review policies, plan awareness programs, and ensure preparedness to handle complaints, if any.

### 4. Complaints Received

Total No. Of Complaints Received	Status of Complaints	Disciplinary Action Taken
0	NA	NA

### 5. Actions Taken

As no complaints were received during the reporting period, no inquiries were conducted, and no disciplinary actions were necessary.

### 6. Conclusion

The ICC remains committed to upholding the dignity and safety of all members of Soundarya Institute of Management and Science. While no complaints were reported during this period, the committee continues its efforts to create a supportive environment through awareness and preventive measures.



Signed by:

Mrs. Prithvi Heggade M P  
Presiding Officer, ICC

Soundarya Institute of Management and Science

# Internal Complaints Committee (ICC) Annual Report 2020-21

**Institution:** Soundarya Institute of Management and Science

**Reporting Period:** 01-06-2020 to 31-05-2021

**Report Date:** 19-06-2021

## 1. Introduction

The Internal Complaints Committee (ICC) at Soundarya Institute of Management and Science was established in accordance with the UGC guidelines and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. This annual report provides a summary of the activities undertaken by the ICC during the reporting period.

## 2. Composition of the ICC (as of 31-05-2021)

The ICC comprises the following members:

Designation	Name	Contact Information
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Faculty Representative 1 (Women)	Mrs. Sowmyalatha	8971146174
Faculty Representative 2 (Men)	Mr. Somashekar	9035547908
Student Representative 1	Ms. Madhuri	6361733154
Student Representative 2	Ms. Dhanya Lakshmi	7676460266
External Representative	Dr. Mahesh Principal Soundarya Law College	8095727472

### 3. Meetings and Initiatives

- Number of ICC Meetings Conducted: 02

The ICC conducted regular meetings during the academic year to review policies, plan awareness programs, and ensure preparedness to handle complaints, if any.

### 4. Complaints Received

Total No. Of Complaints Received	Status of Complaints	Disciplinary Action Taken
0	NA	NA

### 5. Actions Taken

As no complaints were received during the reporting period, no inquiries were conducted, and no disciplinary actions were necessary.

### 6. Conclusion

The ICC remains committed to upholding the dignity and safety of all members of Soundarya Institute of Management and Science. While no complaints were reported during this period, the committee continues its efforts to create a supportive environment through awareness and preventive measures.

  
Signed by:

Mrs. Prithvi Heggade M P  
Presiding Officer, ICC

Soundarya Institute of Management and Science

# Internal Complaints Committee (ICC) Annual Report 2021-22

**Institution:** Soundarya Institute of Management and Science

**Reporting Period:** 01-06-2021 to 31-05-2022

**Report Date:** 15-07-2022

## 1. Introduction

The Internal Complaints Committee (ICC) at Soundarya Institute of Management and Science was established in accordance with the UGC guidelines and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. This annual report provides a summary of the activities undertaken by the ICC during the reporting period.

## 2. Composition of the ICC (as of 31-05-2022)

The ICC comprises the following members:

Designation	Name	Contact Information
Chairperson	Mrs. Prithvi Heggade M P	9945336555
Faculty Representative 1 (Women)	Dr. Asha	8951616378
Faculty Representative 2 (Men)	Mr. Somashekar	9035547908
Student Representative 1	Ms. Anjali	7204181121
Student Representative 2	Ms. Lavanya	8123009724
External Representative	Dr. Mahesh Principal Soundarya Law College	8095727472



### 3. Meetings and Initiatives

- Number of ICC Meetings Conducted: 02

The ICC conducted regular meetings during the academic year to review policies, plan awareness programs, and ensure preparedness to handle complaints, if any.

### 4. Complaints Received

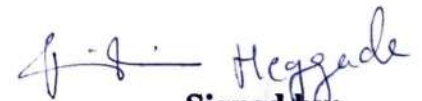
Total No. Of Complaints Received	Status of Complaints	Disciplinary Action Taken
0	NA	NA

### 5. Actions Taken

As no complaints were received during the reporting period, no inquiries were conducted, and no disciplinary actions were necessary.

### 6. Conclusion

The ICC remains committed to upholding the dignity and safety of all members of Soundarya Institute of Management and Science. While no complaints were reported during this period, the committee continues its efforts to create a supportive environment through awareness and preventive measures.



**Signed by:**

Mrs. Prithvi Heggade M P

Presiding Officer, ICC

Soundarya Institute of Management and Science

# Internal Complaints Committee (ICC) Annual Report 2022-23

**Institution:** Soundarya Institute of Management and Science

**Reporting Period:** 01-06-2022 to 31-05-2023

**Report Date:** 20-07-2023

## 1. Introduction

The Internal Complaints Committee (ICC) at Soundarya Institute of Management and Science was established in accordance with the UGC guidelines and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. This annual report provides a summary of the activities undertaken by the ICC during the reporting period.

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The ICC comprises the following members:

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### 3. Meetings and Initiatives

- Number of ICC Meetings Conducted: 02

The ICC conducted regular meetings during the academic year to review policies, plan awareness programs, and ensure preparedness to handle complaints, if any.

### 4. Complaints Received

Total No. Of Complaints Received	Status of Complaints	Disciplinary Action Taken
0	NA	NA

### 5. Actions Taken

As no complaints were received during the reporting period, no inquiries were conducted, and no disciplinary actions were necessary.

### 6. Conclusion

The ICC remains committed to upholding the dignity and safety of all members of Soundarya Institute of Management and Science. While no complaints were reported during this period, the committee continues its efforts to create a supportive environment through awareness and preventive measures.



Signed by:

Mrs. Prithvi Heggade M P

Presiding Officer, ICC

Soundarya Institute of Management and Science

**Institution:** Soundarya Institute of Management and Science

**Reporting Period:** 01-06-2023 to 31-05-2024

**Report Date:** 20-06-2024

## 1. Introduction

The Internal Complaints Committee (ICC) at Soundarya Institute of Management and Science was established in accordance with the UGC guidelines and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. This annual report provides a summary of the activities undertaken by the ICC during the reporting period.

## 2. Composition of the ICC (as of 31-05-2024)

The ICC comprises the following members:

<b>Designation</b>	<b>Name</b>	<b>Contact Information</b>
Chairperson	Mrs. Prithvi Heggade M P	9945336555
Faculty Representative 1 (Women)	Dr. Asha	8951616378
Faculty Representative 2 (Men)	Mr. Somashekar	9035547908
Student Representative 1	Ms. Anjali	7204181121
Student Representative 2	Ms. Lavanya	8123009724
External Representative	Mr. Hanumanthe Gowda N A Principal-In Charge, Soundarya College of Law	9449747505

### 3. Meetings and Initiatives

- **Number of ICC Meetings Conducted: 02**

The ICC conducted regular meetings during the academic year to review policies, plan awareness programs, and ensure preparedness to handle complaints, if any.

### 4. Complaints Received

Total No. Of Complaints Received	Status of Complaints	Disciplinary Action Taken
0	NA	NA

### 5. Actions Taken

As no complaints were received during the reporting period, no inquiries were conducted, and no disciplinary actions were necessary.

### 6. Conclusion

The ICC remains committed to upholding the dignity and safety of all members of Soundarya Institute of Management and Science. While no complaints were reported during this period, the committee continues its efforts to create a supportive environment through awareness and preventive measures.

  
Signed by:

Mrs. Prithvi Heggade M P  
Presiding Officer, ICC  
Soundarya Institute of Management and Science

## Anti-Ragging Committee Annual Report 2023-24

**Institution:** Soundarya Institute of Management and Science

**Reporting Period:** 01.06.2023 to 31.05.2024

**Report Date:** 24.06.2023

### 1. Introduction

The Anti-Ragging Committee of Soundarya Institute of Management and Science is established in accordance with UGC guidelines and the directives of the Supreme Court to create a safe, inclusive, and ragging-free environment for all students. This annual report outlines the activities and outcomes of the Anti-Ragging Committee for the reporting period.

### 2. Composition of the Anti-Ragging Committee as on 31.05.2023

Designation	Name	Contact Information
Chairperson	Dr. Vasu B A	9980544216
Faculty Representative 1	Dr. Harish P. M	9902260883
Faculty Representative 1	Mr. Lokesh G Angadi	9741229529
Administrative Officer	Mrs. Bhama Mani	8951367245
Student Representative	Ms. Gagana	8088446890
Parent Representative	Manjunatha G	9844562234
External Representative	Mrs. Claudia Nadh Asst. professor, Soundarya College of Law.	9535454399

### 3. Meetings and Initiatives

- **Number of Committee Meetings Conducted: 02**  
Regular meetings of the Anti-Ragging Committee were held to discuss preventive measures, ensure compliance with anti-ragging guidelines, and address any student concerns.

#### 4. Complaints Received

Total No. Of Complaints Received	Status of Complaints	Disciplinary Action Taken
0	NA	NA

#### 5. Actions Taken

As no cases of ragging were reported, no inquiries or disciplinary actions were initiated by the Committee. However, routine monitoring of campus spaces and student interactions was conducted to maintain vigilance and deter any potential incidents.

#### 7. Conclusion

The Anti-Ragging Committee remains committed to ensuring a ragging-free environment at Soundarya Institute of Management and Science. The absence of complaints during this period reflects the effectiveness of the preventive measures and the active participation of the entire institutional community in maintaining a safe and positive academic atmosphere.



Signed by:

**[PRINCIPAL]**

Chairperson, Anti-Ragging Committee  
Soundarya Institute of Management & Science  
Soundarya Nagar, Sidedahalli,  
Bangalore - 560 073

# Grievance annual report 2019-20

July 2019-June 2020

The **Grievance Redressal Cell** of **Soundarya Institute of Management and Science** has been established in compliance with the UGC regulation, 2012. These regulations are intended to effectively address and resolve grievances raised by students in Higher Education Institutions.

The Grievance Redressal Cell (GRC) serves as a platform for students to lodge complaints concerning academic or non-academic matters within the campus. Grievances can be submitted either through the online portal or via the suggestion/grievance box. The institution is committed to resolving the grievances of its students within a stipulated time frame, ensuring fairness and transparency.

During the year, a few complaints were raised by students regarding the **transportation services** and **canteen facilities**. The college administration promptly addressed these issues. Necessary steps were taken to resolve the problems immediately, ensuring the smooth functioning of daily activities within the institution. The management implemented corrective measures, improving both services to the satisfaction of the students.

The Grievance Redressal Cell held periodic meetings to review and address any new issues as they arose. These regular discussions ensured that problems were resolved promptly and contributed significantly to the smooth management of daily campus operations.

Principal

SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE

Soundarya Nagar, Bangalore - 560073

Nag [Dr. Suresh C. Hegde] Signature

Chairperson, Grievance Redressal Committee  
Soundarya Institute of Management and Science



# Grievance annual report-2020-21

**July 2020-June 2021**

The **Grievance Redressal Cell of Soundarya Institute of Management and Science** continues to uphold the regulations as per the UGC guidelines, 2012, to effectively resolve grievances raised by students and stakeholders in Higher Education Institutions.

The Grievance Redressal Cell (GRC) provides a platform for students to lodge their complaints concerning academic and non-academic matters within the campus. Grievances can be submitted through the online portal or via the suggestion/grievance box. The institution is dedicated to resolving these grievances within the stipulated time, ensuring a transparent and efficient process.

During this academic year, two significant issues were raised by students:

**1. Parking-Space:**

Students reported challenges regarding insufficient parking spaces for **two-wheelers and four-wheelers**. The administration took swift action to address the concern by designating specific parking areas for both students and faculty members. This ensured an organized and efficient parking system, resolving the issue to everyone's satisfaction.

**2. University**

**Results:**

Several students faced issues with their results from **Bangalore University**, where results were delayed, and some students had "NA" (Not Available) reflected in their mark sheets. The college administration immediately addressed the issue by writing a formal letter to the university and sending a **University Liaison Officer** to the results section to directly resolve the problem. As a result, the issues were rectified promptly, ensuring that all students received their correct results without further delay.

Regularly scheduled meetings were conducted by the Grievance Redressal Cell to monitor and resolve emerging issues. These consistent evaluations have played a crucial role in maintaining the efficient functioning of the campus on a day-to-day basis.

Principal  
Signed by:  
SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE  
(Dr. Suresh C Hegadi)  
Soundarya Nagar, Siddahalli,  
Chairperson, Grievance Redressal Committee  
Nagasandra Post, Bengaluru-73  
Soundarya Institute of Management and Science

# Grievance annual report-2021-22

July 2021-June 2022

The **Grievance Redressal Cell** of **Soundarya Institute of Management and Science** remains dedicated to resolving student and stakeholder grievances in accordance with UGC regulations, 2012. The Grievance Redressal Cell (GRC) provides students with an accessible platform to raise complaints on academic and non-academic matters through the online portal or suggestion/grievance box. The institution is committed to addressing these grievances promptly, ensuring a fair and transparent process.

This academic year saw the resolution of the following key issues:

**1. Rash Driving of College Buses:**

Several students raised concerns regarding **rash driving** by one of the college bus drivers. The administration took immediate action by suspending the driver and instituting strict measures to prevent further incidents. Speed limits are now enforced on all college buses, and regular monitoring has been implemented to ensure the safety of students using college transportation. This measure has significantly improved the safety and reliability of the bus services.

**2. Parking:**

After addressing the parking concerns in the previous year, parking is no longer an issue on campus. The designated spaces for **two-wheelers and four-wheelers** for both students and faculty have been well organized, and the parking system functions smoothly without any further complaints.

The Grievance Redressal Cell maintained a schedule of regular meetings to address and resolve issues as they emerged. This consistent practice has been vital in ensuring the uninterrupted and efficient conduct of campus activities.

Principal

SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE  
Soundarya Nagar, Sion Road,  
Nagarkurnool, Telangana  
Signed by:  
[Dr. Suresh Ch. Hegadi]

Chairperson, Grievance Redressal Committee  
Soundarya Institute of Management and Science

# Grievance annual report-2022-23

July 2022-June 2023

The **Grievance Redressal Cell of Soundarya Institute of Management and Science** continues to uphold its commitment to resolving student and stakeholder grievances in line with UGC regulations, 2012. The Grievance Redressal Cell (GRC) remains an accessible platform for students to voice concerns regarding academic and non-academic matters. Grievances can be submitted through the online portal or suggestion/grievance box, and the institution ensures swift, transparent resolutions.

This academic year, one notable issue was addressed:

**1. Change of Bus Driver for Route 5 (Hessaraghatta Road):**

Students using the **Route 5** bus, which operates along **Hessaraghatta Road**, submitted a written complaint about the bus driver. The concerns were regarding the driver not stopping at designated places and failing to maintain punctuality in the schedule. The Grievance Redressal Cell took immediate action and replaced the driver. Additionally, the new driver, along with all other drivers, was instructed to strictly adhere to bus stop locations and timings, ensuring both safety and punctuality for students using the service.

**2. Parking and Transportation Safety:**

After addressing parking issues in previous years, the parking situation on campus has continued to function smoothly, with no complaints raised this year. Transportation safety, particularly concerning the punctuality and safety of college buses, has been further improved through regular monitoring and the enforcement of speed limits.

Furthermore, the Grievance Redressal Cell conducted **regular meetings** at stipulated intervals to discuss any arising issues and ensure their timely resolution. The consistent functioning of the cell has greatly contributed to the smooth operation of daily campus activities.



Signed by:

PRINCIPAL Vasu]

Chairperson, Grievance Redressal Cell  
Soundarya Institute of Management and Science

50 073

# Grievance annual report-2023-24

July 2023-June 2024

The **Grievance Redressal Cell of Soundarya Institute of Management and Science** continues to operate in accordance with UGC regulations, 2012, ensuring the effective resolution of grievances. The GRC provides an accessible platform for students to report any academic or non-academic concerns through the online portal or suggestion/grievance box. The institution remains committed to addressing grievances promptly and transparently.

**We are pleased to report that during this academic year, no complaints were noted regarding academic or administrative issues.** This reflects the successful implementation of the institution's procedures and the effectiveness of its practices.

To maintain high standards of efficiency and responsiveness, the Grievance Redressal Cell conducted **regular meetings at stipulated intervals** throughout the year. These meetings were instrumental in proactively monitoring and addressing any emerging concerns, although no issues were reported. This proactive approach has been crucial in supporting the smooth operation of daily campus activities.



**Signed by:**

[Dr. A Vasu]

**PRINCIPAL**

Chairperson, Grievance Redressal Cell  
Soundarya Institute of Management & Science  
Soundarya Institute of Management and Science  
Chennai, Tamil Nadu, India  
Phone: 98400 073

## Grievance annual report-2024-25

The **Grievance Redressal Cell** of **Soundarya Institute of Management and Science** continues to operate in accordance with UGC regulations, 2012, ensuring the effective resolution of grievances. The GRC provides an accessible platform for students to report any academic or non-academic concerns through the online portal or suggestion/grievance box. The institution remains committed to addressing grievances promptly and transparently.

**This academic year, no complaints were noted regarding academic or administrative issues, reflecting the successful implementation of the institution's procedures and practices.**

However, one issue was raised concerning **college transportation**. Students from different courses, which finish at varying times, requested additional transportation services to accommodate the different schedules. **The Grievance Redressal Cell intervened promptly and resolved the issue by providing transportation services twice daily.** This adjustment significantly improved student satisfaction and convenience.

**Regular meetings were held at stipulated intervals to proactively monitor and address any emerging concerns, although no other issues were reported.** This approach has supported the smooth operation of daily campus activities.



PRINCIPAL

Soundarya Institute Of Management & Science

Soundarya Nagar, Siddahally

Nagasandra Post, Bangalore - 560 073

Chairperson, Grievance Redressal Committee

Soundarya Institute of Management and Science