



# ANDHRA LOYOLA COLLEGE

**AUTONOMOUS :: VIJAYAWADA - 520 008**

**Established : 1954**

A CHRISTIAN MINORITY COLLEGE WITH CONSTITUTIONALLY PROVIDED RIGHT OF ADMISSION  
(AN ISO 14001 : 2015 INSTITUTION)

THE ONLY COLLEGE IN BOTH THE TELUGU STATES TO HAVE BEEN RANKED AMONG  
THE TOP 150 COLLEGES BY NIRF SINCE THE INCEPTION OF THE RANKING IN 2017

SELECTED UNDER THE STAR COLLEGE SCHEME OF DBT AND FIST PROGRAMME OF DST, GOVT.OF INDIA  
SELECTED FOR ENHANCEMENT OF QUALITY AND EXCELLENCE UNDER RUSA BY MHRD, GOVT.OF INDIA

***INTERNAL COMPLAINTS COMMITTEE:***

***2021-22***

**A College Dedicated to All-Round Development of its Students**





# Andhra Loyola College (Autonomous)

VIJAYAWADA-520 008.

Accredited in III Cycle at A+ Grade with a CGPA of 3.66 / 4.00

Web: [www.andhraloyolacollege.ac.in](http://www.andhraloyolacollege.ac.in) e-mail: [contactalc@gmail.com](mailto:contactalc@gmail.com)

STD	: 0866
Main Off.	: 2476082
Inter	: 2476965
Degree	: 2481907
P.G.	: 2474902
CoE	: 2473251
Fax (Principal)	: 2474531
Fax (Correspondent)	: 2486084

## INTERNAL COMPLAINTS COMMITTEE

### OBJECTIVE:

The Internal Complaint Committee ensures a safe and respectful learning environment for all. Andhra Loyola College has an internal complaints committee that includes staff, student representatives from various disciplines. The students can lodge complaints in the complaint boxes or approach the ICC committee members. Prevention of sexual harassment at all levels of the Institution. To promote behaviours that create an atmosphere that ensures gender equality and equal opportunities.

### GUIDELINES:

University Grants Commission (Prevention, prohibition and redressal if sexual harassment of women employees and students in higher educational institutions) Regulations, 2015. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013)

### DUTIES:

- Receive and Investigate Complaints from the students.
- The committee recommends appropriate actions against the accused, which could range from disciplinary warnings to expulsion.
- The committee provides support and guidance to the complainant throughout the process, which may include emotional support, referrals to counselling services, and legal aid.
- The committee works to foster a culture of respect and inclusivity within the college community.
- The committee obligates to maintain confidentiality throughout the process to protect the identities of both the complainant and the accused.

### PUNISHMENTS:

The regulations empower the Internal Complaints Committee (ICC) to recommend various actions against the accused student [Regulation 10(5)].

- Withholding privileges like access to libraries, scholarships, or ID cards.
- Suspension from the college for a specific period.

- Expulsion from the college and being barred from re-admission.
- reformative actions like mandatory counselling or community service to address the underlying causes of the behaviour.
- Mandatory community service
- Warning
- Written apology

### **INTERNAL COMPLAINTS COMMITTEE (2021-22)**

Rev. Fr.Dr.G.A.P.Kishore, SJ	Chairman, Principal
Rev.Fr.G.Rayappa, SJ	Vice-Principal (UG)
Dr.P.V.S Sairam	Vice-Principal ( UG)
Mr.J.V.Nagendra Prasad	Vice-Principal ( UG)
Dr.D.Tabitha	Vice Principal ( UG)
Rev. Fr. S. Raju, S.J	Vice Principal (PG)
Rev.Fr.P.Anil Kumar	Vice Principal (Inter)
Dr.Samuel Dayakar	Dean of Students Activities
Ms.A. Manjula Mary	Women Cell Coordinator
Dr.T.Sai Mamata	Department of English
Dr.LSubha	Department of English
Ms.K. Anuradha	Department of Mathematics
Ms. B.Padmavathi	Department of Mathematics
Ms.K. Aparna	Department of Computer Science
Dr.P.Anila	Department of Chemistry
Ms.M.Nirmala Rani	Department of Commerce
Ms. A. Sree Lakshmi	Department of Commerce
Ms.N.Bharathi	Department of Statistics
Ms.D.Uma Kumari	Department of BBA
Dr. R. P. L. D. Poonam	Department of M.C.A.
Mr.K.T.S.S. Raju	Department of Chemistry
Mr.P.Chenchu Babu	Department of Mathematics
Mr.K.Ravi Sankar	Department of Zoology
Mr.P.Srinivasa Reddy	Department of Physics
Dr.D.V.Satish	Department of Physics

Mr.A.Shou Reddy

Mr.J.L.V.Prasad

Department of Mathematics

Care & Share, N.G.O.

### **COUNSELLING COMMITTEE**

Dr.K.. Job Sudarshan, Adjunct Faculty

Dr.D. Tabitha

Rev Fr.S.Raju, S.J.

Dr.R.P.L.Durga Bai Poonam

Rev. Fr. P. Anil Kumar, SJ

Mr. P. Venkata Rao

Dr. T. Srikumar

DR Ravindra Bhas

Dr. A Samuel Dayakar

Ms. A Mary Manjula

Department of Psychology

Vice-Principal (UG)

Vice-Principal (PG)

Vice-Principal (PG)

Vice-Principal (Inter)

Vice-Principal (Inter)

Dean of Sciences

Dean of Humanities

Dean of Student Activities

Women's Cell Coordinator

### **MEMBERS**

SongaRajeshNEH-34

MAakankha AMC-04

ThirunalveliJahnaviNBA-38

SaiPadma AMB-25

  
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## MINUTES OF INTERNAL COMPLAINTS COMMITTEE MEETING

### Meeting-1

An orientation meeting held on 25<sup>th</sup> August 2021 in the Seminar hall for the Degree students by Rev.Fr.G.Rayappa, SJ Vice-Principal (UG) and Dr.P.V.S Sairam, Vice-Principal (UG), as the Committee Chair, focused on preventing sexual harassment. The meeting featured discussions on defining sexual harassment, college policies, legal considerations, and proactive steps. Mr.J.V.Nagendra Prasad, Vice-Principal, (UG), Dr.D.Tabitha, Vice Principal (UG) stressed the significance of promoting an atmosphere of respect and assistance. The gathering concluded with a pledge to continue initiatives for prevention and addressing issues, spearheaded by Dr.Samuel Dayakar, Dean of Students Activities, and the committee members.

  
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## MINUTES OF INTERNAL COMPLAINTS COMMITTEE MEETING

### Meeting-2

A Training Session on Promoting Respectful Conduct was held on 16<sup>th</sup> Sept 2021, in the PG Seminar hall for the PG students. In the meeting Rev Fr.S.Raju, S.J. Vice-Principal (PG) emphasized the college's commitment to creating a safe environment. Dr.R.P.L.Durga Bai Poonam, Vice-Principal (PG) highlighted reporting procedures and support services. Other staff members emphasized preventive measures and the importance of fostering a culture of respect and inclusivity. The meeting concluded with a reaffirmation of the college's dedication to addressing sexual harassment and ensuring student safety.

  
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## MINUTES OF INTERNAL COMPLAINTS COMMITTEE MEETING

### Meeting-3

A Workshop on Building a Culture of Respect held on 22<sup>nd</sup> Nov 2021 in room no.1N7 for the committee members. Dr.K. Job Sudarshan, Adjunct Faculty, Department of Psychology, discussed on bystander intervention strategies and the role of faculty members in creating a supportive environment for students. Faculty members were briefed on reporting procedures and were encouraged to prioritize the safety and well-being of students. The meeting concluded with a reaffirmation of the college's commitment to preventing sexual harassment and fostering a culture of respect and equality among all members of the academic community.

  
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## MINUTES OF INTERNAL COMPLAINTS COMMITTEE MEETING

### Meeting-4

In an effort to empower section monitors in addressing sexual harassment within their respective classes, a special session was conducted on 4<sup>th</sup> Dec, 2021 in room no.1N7. Dr.Samuel Dayakar, Dean of Students Activities, and Ms. A Mary Manjula, Women's Cell Coordinator provided valuable insights and precautions. Class representatives were advised to be vigilant and proactive in identifying and addressing any instances of sexual harassment among their peers. They were encouraged to foster an open and supportive environment where students feel safe to report incidents confidentially. Additionally, they were reminded to familiarize themselves with the college's policies and procedures regarding sexual harassment and to serve as advocates for their classmates in seeking support and redressal. Through this proactive approach, class representatives play a pivotal role in promoting a culture of respect and accountability within their academic communities.

  
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