

VIKAS COLLEGE OF ENGINEERING AND TECHNOLOGY



(Sponsored by SARASWATHI VIDYA PEETAM)

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

Certified by ISO 9001:2015:: Accredited by NAAC with 'B+' Grade.

NUNNA-521212, Vijayawada Rural, Krishna Dt., A.P. India.

E-mail-principal.vcet@gmail.com, Website: <http://www.vikasinstitutionsnunna.org/>



NACC – CRITERIA 5

5.1 STUDENT SUPPORT

5.1.5

**THE INSTITUTION HAS A TRANSPARENT
MECHANISM FOR TIMELY REDRESSAL
OF STUDENT GRIEVANCES INCLUDING
SEXUAL HARASSMENT AND RAGGING
CASES**

2022-2023

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1. Implementation of guidelines of statutory/regulatory bodies

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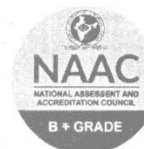


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NUNNA - 521 212, Vijayawada Rural, N.T.R. Dt., A.P. India

Ph : 0866-2469201, 202, 204 Fax : 0866-2469203

E-mail : principal.vcet@gmail.com, website : <http://www.vikasInstitutionsnhrta.org/>



DATE: 08-07-2022

ORDER

As per the guidelines of AICTE/JNTUK the following numbers are being appointed in
ANTI-RAGGING COMMITTEE for Vikas college of Engineering and Technology, Nunna, Vijayawada,
Rural, NTR Dt. For the academic year 2022-2023

S.NO	NAME OF THE MEMBER	DESIGNATION	DEPARTMENT
1	Dr. B. Ramana	Chairman	Principal
2	B V Reddy	Coordinator	AP/ECE
3	Dr. Mogalali Raju	Member	AP/S&H
4	T.Mastanaiah	Member	AP/MECH
5	K K D Varaprasad Rao	Member	AP/CIVIL
6	Chandrasekhar Reddy	Member	AP/CSE
7	B Lakshmannayak	Member	AP/EEE
8	V.Pragathi	Member	AP/ECE
9	B Bhaya Rekha	Member	AP/AGRI
10	Arja Vamsi	Student Member	ECE
11	Polana Hima Bindu	Student Member	EEE
12	P Lakshmi Prassana	Student Member	CSE
13	Ragolu Lakshmi Kiran	Student Member	MECH
14	J.Ajaya Kumar	Student Member	CIVIL
15	Gudetti Sandhya	Student Member	AGRI

Copy To:

1. Principal
2. All Department HOD's
3. Admin Office

BV Reddy
Co-ordinator

[Signature]
PRINCIPAL

PRINCIPAL
VIKAS COLLEGE OF ENGG. TECH
NUNNA - 521 212
Vijayawada Rural, NTR Dist.

VIKAS COLLEGE OF ENGINEERING & TECHNOLOGY

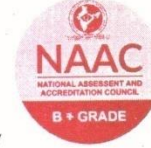


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3	Dr. Mogalali Raju	Member	AP/S&H
4	T.Mastanaiah	Member	AP/MECH
5	K K D Varaprasad Rao	Member	AP/CIVIL
6	A.Sruthi	Member	AP/CSE
7	B Lakshmannayak	Member	AP/EEE
8	V.Pragathi	Member	AP/ECE
9	K.Kanaka Durga	Member	AP/AGRI
10	Arja Vamsi	Student Member	ECE
11	Polana Hima Bindu	Student Member	EEE
12	P Lakshmi Prassana	Student Member	CSE
13	Ragolu Lakshmi Kiran	Student Member	MECH
14	J.Ajaya Kumar	Student Member	CIVIL
15	Gudetti Sandhya	Student Member	AGRI

Copy To:

1. Principal
2. All Department HOD's
3. Admin Office

BVRM
Co-ordinator

Ma-e
PRINCIPAL

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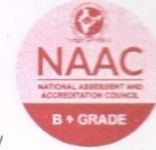
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DATE:08-07-2022



ORDER

The following members are being appointed in **Grievance cell** for Vikas college Of engineering and Technology, Nunna, Vijayawada, Rural, NTR Dt. For the academic year 2022-2023

S. No	Name Of the Member	Designation	Department
1	Dr.B.Ramana	Principal	Prof./ME
2	MrsP.Tejaswi	Associate Professor	HOD/MBA
3	MsK Sowjanya	Associate Professor	AP/S & H
4	P. Rama Devi	Associate Professor	AP/EEE
5	R.Triveni	Associate Professor	AP/CSE
6	V.Anusha	Associate Professor	AP/CIVIL
7	L. Bindu	Associate Professor	AP/MECH
8	J.Akhila	Student member (3 rd B.Tech)	CSE
9	Ch.Deepthi	Student member (3 rd B.Tech)	CIVIL
10	B.Sarika	Student member (3 rd B.Tech)	AGRI

Copy To:

1. Principal
2. All Department HOD's
3. Admin Office


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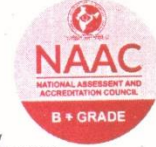


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DATE:08-07-2022

ORDER

The following members are being appointed in **women empowerment cell** for Vikas college Of engineering and TechnologY, Nunna, Vijayawada, Rural, NTR Dt. For the academic year 2022-2023

S. No	Name Of the Member	Designation	Department
1	Dr.B.Ramana	Principal	Prof./ME
2	Vanitha Rani	Associate Professor	AP/MBA
3	P Rama devi	Associate Professor	AP/S & H
4	Rama devi	Associate Professor	AP/EEE
5	G Divya	Associate Professor	AP/CSE
6	V Anusha	Associate Professor	AP/CIVIL
7	L Bindhu	Associate Professor	AP/MECH
8	G.Satya vani	Student member (3 rd B.Tech)	CSE
9	G.vani	Student member (3 rd B.Tech)	CIVIL
10	A kruthi	Student member (3 rd B.Tech)	AGRI

Copy To:

1. Principal
2. All Department HOD's
3. Admin Office


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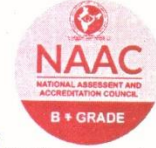


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E-mail : principal.vcet@gmail.com, website : <http://www.vikasinstitutionsnunna.org/>



DATE: 08-07-2022


ORDER

The following members are being appointed in WELFARE COMMITTEE for Vikas college Of engineering and TechnologY, Nunna, Vijayawada, Rural, NTR Dt. For the academic year 2022-2023

S. No	Name Of the Member	Designation	Department
1	Dr.B.Ramana	Principal	Prof./ME
2	V SHARMA	Associate Professor	AP/MBA
3	K Sowjanya	Associate Professor	AP/S & H
4	SK.Mohiddin	Associate Professor	AP/EEE
5	G Divya	Associate Professor	AP/CSE
6	B.Hima Bindu	Associate Professor	AP/CIVIL
7	Y V Ashok Gowd	Associate Professor	AP/MECH
8	G.Satya vani	Student member (3 rd B.Tech)	CSE
9	J.Mallikharjuna	Student member (3 rd B.Tech)	CIVIL
10	D.Ganesh	Student member (3 rd B.Tech)	AGRI

Copy To:

1. Principal
2. All Department HOD's
3. Admin Office


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ZERO TOLERANCE POLICY

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CIRCULAR

Grievances cell meeting will be conducted on 12/07/2022 at
Room no: 210

In this regard all the Grievances members are requested to attend the meeting without fail.

Agenda: Discussion of any complaints received from students /faculty members.

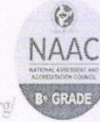
P. Tejaswini
Coordinator

Blame
principal
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NUNNA - 521 212
Vijayawada Rural, NTR Dist., AP

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MINITUES OF THE METTING

VENUE: ROOM NO: 210

DATE: 12/07/23

TIME: 1.30 PM

AGENDA:

1. Review of previous meeting minutes
2. Grievances addressed during the academic year 2022-2023

AGENDA POINTS:

- For taking care of the students as well as the faculty a nurse was appointed by the management for giving first aid services and based on the severity of the problems she will assist in taking them to the hospital.
- As regard request from the girl students, we have requested the management to arrange few more beds in the girl's waiting hall. Management accepted the request and immediately they have added 3 more beds to the existing ones.
- There were no major complaints received by the committee.

Finally the meeting ended with a satisfactory note .

Signatures of the faculty members.

1. Dr.B.Ramana -
2. K Sowjanya - K. Som
3. P.Tejaswi - P. Tejaswi
4. P. Rama Devi - P. Rama Devi
5. R.Triveni - R. Triveni
6. V.Anusha - V. Anusha
7. L.Bindhu - L. Bindhu

2. Organization wide awareness and undertakings on policies with zero Tolerance

S. No	Particulars	Page No
1	Code of Conduct	13
2	Zero tolerance Policy	17

POLICY DOCUMENT ON CODE OF ETHICS


(Students, Staff & Administration)

CODE OF ETHICS FOR STUDENTS

1. Treat Institute teachers, administrators, officers, employees, guests and visitors and other students with respect, dignity, impartiality, courtesy and sensitivity.
2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/ or a peer group.
3. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
4. Violations of academic conduct like cheating on an exam, the student liable for punishment.
5. Avoid any activity or behavior that would unfairly give advantage or disadvantage to another student academically.
6. Stealing, misusing, destroying, defacing or damaging college property or personal property of others is prohibited.
7. Refrain from getting involved in or encouraging any sort of discrimination, harassment or bullying of employees and other students.
8. Posting derogatory comments about individuals of the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute is prohibited.
9. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited.

10. All the students who secure admission into B. Tech should follow the prescribed dress code during all the four years of their study, barring in exempted days / occasions.
11. Use of cell phones in the campus is prohibited.
12. Audio or video recording in class room or actions of other students, faculty, or staff shall not be done without prior permission.




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NUNNA, VIJAYAWADA RURAL
Krishna Dt., A.P.

CODE OF ETHIC FOR FACULTY AND ADMINSTRAION

1. Maintain decorum both inside and outside the classroom and set a good example to the students.
2. Should act with integrity, comply with laws. Maintain a professional work environment and comply with institution policies.
3. Welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, social and economic class, educational level, color, Immigration status, age, size, family status, political belief, religion and mental and physical ability.
4. Always conduct professionally. Be kind to others. Do not Insult or put down others. Treat others as you would like to be treated. Harassment and exclusionary behavior aren't acceptable.
5. It is essential that one should avoid relationships and activities that hurt or appears to hurt, their ability to make objective and fair decisions and thus avoid conflict of interest.
6. Protect institution assets, including physical, intellectual, and electronic or digital properties.

7. To be regular and punctual in attendance. This means being in the college, ready to work, at starting time each day. Absenteeism and tardiness burden others and the institute.
8. As per the rules of the institute, staff members must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HOD before going on leave, failing which, the leave will be treated as unauthorized and necessary action will be taken up.
9. The institute executes a solid/ firm policy on prevention and prohibition of sexual harassment at workplace. Sexual misconduct or harassment is a case sensitive deed, which includes but not limited to sexual assault, unwanted touching or persistent unwelcoming comments. e-mails, or pictures of an insulting or degrading sexual nature.



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NUNNA, VIJAYAWADA RURAL
Krishna Dt., A.P.

10. Being under the influence of illegal drugs, alcohol, or substances of abuse is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited.
11. Personal cell phone usage during work hours is discouraged, except in extreme cases such as an emergency.
12. Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and is respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in Faculty should sport their ID cards in campus



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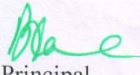
Zero Tolerance policy

- The Chairperson welcomed the members of Women Empowerment Cell.
- Discussed about the guidelines for Zero tolerance (Non-harassment) policy which was included in the HR manual of the college.
- Decided that the members of Women Empowerment Cell will disseminate the zero tolerance (Non-harassment) policy and the Vishaka guidelines given in the handbook on sexual harassment for women at work place (Prevention, Prohibition and Redressal) Act 2013 among the girl students and lady faculty members.
- Informed that no grievance was brought to the notice of the committee.
- The meeting ended with vote of thanks.

Encloser:

Non Harassment policy excerpts from HR Manual

P. Tejashri
Coordinator / AOD MBA


Principal
PRINCIPAL
VIKAS COLLEGE OF ENGG. TECH
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.



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Website: vikasinstitutionsnunna.org

Email: grievance@vikascet.ac.in

Phone: 0866-2469201 / 8500669272

HR MANUAL

ACADEMIC YEAR 2022-2023

[Approved In Governing Council Meeting Held on 08/07/2022]

[With effect from]

Zero Tolerance Policy as per the HR Manual

Harassment in employment, including sexual, racial, and ethnic harassment, as well as any other harassment forbidden by law, is strictly prohibited by the College. Employees/students who violate this policy are subject to discipline, including possible termination.

A racial, ethnic and other form of prohibited harassment include, but is not limited to:

1. Visual conduct, including displaying of derogatory objects
2. Verbal conduct, including making or using insulting comments, nickname, insult, and jokes;

In addition, sexual harassment is defined by the regulations of the Labour Law as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth, or related medical conditions, and also includes sexual harassment of Employees/students of the same gender as the harasser. This includes, but is not limited to, the following types of offensive behavior :

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or, cartoons, or posters;
5. Verbal conduct, including making or using insulting comments, nickname, insult, and jokes;
6. Verbal sexual advances or propositions;
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations;
8. Physical conduct, including touching, assault, impeding or blocking movements.

Examples of sexual harassment include (a) An employee being fired or denied a job or an employment benefit because the Employees refused to grant sexual favors or because he or she complained about the harassment; (b) an Employees reasonably quitting his or her job to escape harassment; or (c) an Employees being exposed to a hostile work environment.

The College will take all reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when the College knows that unlawful harassment has occurred.

If a faculty has been harassed by anyone, or if it is believed that another staff member has been harassed, the faculty has the duty to promptly report the facts of the incident or incidents, and names of the individuals involved, to the Top Management

The matter will be immediately and thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing the evidence, a determination will be made concerning whether reasonable grounds exist to believe that harassment has occurred.

It is the obligation of all Employees to cooperate fully in the investigation process. The College considers any harassing conduct to be a major offense which can result in disciplinary action for the offender, up to and including discharge.

The College will take action to deter any future harassment. In addition, disciplinary action will be taken against any Employees who attempts to discourage or prevent another Employees from bringing harassment to the attention of management. The persons involved will be advised of the determination if appropriate.

The College wants to assure all of its Employees/students that measures will be undertaken to protect those who complain about harassment from any further acts of harassment, coercion or intimidation, and from retaliation due to their reporting an incident or participating in an investigation or proceeding concerning the alleged harassment.

Mechanisms for submission of
online/offline students' grievances

S.NO	Particulars	Page no
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Mechanisms for submission of online students' grievances

Grievance Complaint Institution E-mail ID: grievance@vikascet.ac.in

Mechanisms for submission of offline students grievances



Suggestion Box @ Principal sir room



Suggestion Box @ Administration room