

Date: 04/03/2024

Office Orders

Anti-Ragging Committee has been reconstituted with the following members with immediate effect.

S.No	Name	Designation	Role
1.	Dr.A.Shirisha	Professor	Chairperson
2.	Mr.N. Sundaram	HOD-MCA	Member
3.	Dr. A. Jyothi	Sr.Assistant Professor	Member
4.	Mr.K.Srinivas Reddy	Administrative Officer	Member
5.	Mr.R.Surya Vamshi	Sr. Student Representative	Member
6.	Ms. Sindhu	Jr. Student Representative	Member
7.	Mr. Prabhakar	CI-Medipally	Member

Rules and Responsibilities**Meetings**

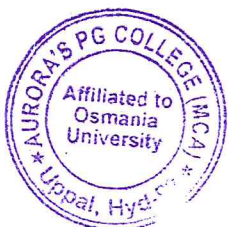
- The committee should meet at least once every quarter and as needed to address urgent issues.
- Minutes of each meeting should be recorded and made accessible to relevant stakeholders.

Anti-Ragging Policies

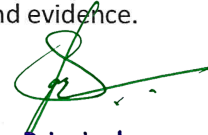
- **Zero Tolerance:** Establish a zero-tolerance policy towards ragging in any form.
- **Code of Conduct:** Develop a detailed code of conduct that outlines acceptable and unacceptable behaviors.
- **Reporting Mechanism:** Set up a clear and accessible reporting mechanism for students to report incidents of ragging anonymously if desired.

Complaint Handling

- **Immediate Action:** On receiving a complaint, the committee should take immediate action to stop the ragging and protect the victim.
- **Confidentiality:** Maintain strict confidentiality to protect the identities of the complainant and the accused during the investigation.
- **Investigation:** Conduct a thorough and unbiased investigation to gather facts and evidence.



Ph.No. 040-27201452, Email:principal@apgc.ac.in



Principal
Aurora's PG College (MCA)
Uppal, Hyderabad-500092

Disciplinary Measures

- **Penalties:** Determine appropriate disciplinary actions for those found guilty of ragging, which may include suspension, expulsion, fines, or other penalties as per institutional rules and legal guidelines.
- **Counselling:** Provide counselling services to both victims and perpetrators to address the psychological impact and prevent future incidents.

Awareness and Sensitisation

- **Orientation Programs:** Conduct mandatory anti-ragging orientation sessions for new students during their induction.
- **Workshops and Seminars:** Organise regular workshops, seminars, and awareness campaigns to educate students about the dangers of ragging and promote a culture of respect and inclusion.
- **Information Dissemination:** Distribute anti-ragging policies and guidelines through handbooks, posters, emails, and the institution's website.

Monitoring and Surveillance

- **Regular Checks:** Conduct regular checks and patrols in areas prone to ragging incidents, such as hostels and common rooms.
- **Surveillance:** Install CCTV cameras in strategic locations to monitor activities and deter ragging.

Documentation and Reporting

- **Regular Checks:** Conduct regular checks and patrols in areas prone to ragging incidents, such as hostels and common rooms.
- **Surveillance:** Install CCTV cameras in strategic locations to monitor activities and deter ragging.

External Collaboration

- **Police and NGOs:** Collaborate with local police, legal authorities, and NGOs to address ragging incidents effectively and ensure legal compliance.
- **Helplines:** Provide contact information for national and state anti-ragging helplines and support services.

Copy to:

1. Chairperson
2. All members
3. HoDs
4. AO



Principal

Principal
Aurora's PG College (MCA)
Uppal, Hyderabad-500092

Date: 06/03/2024

Office Orders

Grievance Redressal Cell has been reconstituted with the following members with immediate effect.

S.No	Name	Designation	Role
1.	Dr. P. S. Subha Pradha	Professor	Chairperson
2.	Mr.N. Sundaram	HOD-MCA	Member
3.	Mr. Sanjay Gosh	Assistant Professor	Member
4.	Mr. K.Srinivas Reddy	Administrative Officer	Member
5.	Ms. P.Akshitha	Sr. Student Representative	Member
6.	Mr. Uday Kumar	Jr. Student Representative	Member
7.	Prof.G.Sreenivas Reddy	Retired Professor	Member

Rules and Responsibilities**Meetings**

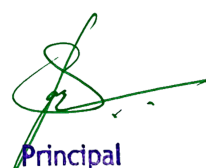
- The committee should meet at least once every quarter and as needed to address urgent issues.
- Minutes of each meeting should be recorded and made accessible to relevant stakeholders.

Grievance submission

- Channels for Submission: Grievances can be submitted through an online portal on EduGrievance, email, or physically to a designated office or suggestion-box.
- Acknowledgment: Upon receipt, grievances should be acknowledged within 48 hours, including a unique grievance ID and an estimated timeline for resolution.

Initial review and classification

- Classification: Grievances are classified based on their nature (academic, administrative, infrastructure-related, behavioral, etc.).
- Prioritization: Grievances are prioritized based on urgency and severity.
- Assignment: Grievances are assigned to the appropriate sub-committee or authority for detailed investigation.



Principal
Aurora's PG College (MCA)
Uppal, Hyderabad-500092

Ph.No. 040-27201452, Email:principal@apgc.ac.in

Detailed investigation

- Fact-Finding: Gathering relevant information and evidence related to the grievance, including interviews and document reviews.
- Stakeholder Consultation: Engaging with all involved parties to understand the context and nuances of the grievance.
- Analysis: Analyzing the information collected to determine the root cause of the issue.

Resolution and Decision

- Resolution Plan: Formulating solutions or corrective actions based on the investigation findings.
- Decision Making: The committee makes a decision, which may involve disciplinary action, policy changes, or other measures to address the grievance.

Communication of Decision

- Notification: Communicating the decision to the affected party and relevant parties, including the findings of the investigation and actions to be taken.
- Follow-Up: Providing clear follow-up actions required from the affected party or other parties, if any.

Implementation of Resolution

- Action: Implementing the resolution, which may include disciplinary measures, administrative changes, or policy updates.
- Monitoring: Ensuring that the resolution is effectively implemented and no further issues arise.

Appeal process

- Submission of Appeal: If dissatisfied, the affected party can submit a formal appeal outlining their concerns.
- Review by Higher Authority: A higher authority or appellate committee reviews the case.
- Final Decision: The appellate body makes a final decision, which is binding.

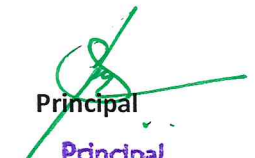
Documentation and Reporting

- Record Keeping: Thorough documentation of all grievances, investigations, and resolutions.
- Reporting: Generating periodic reports to identify trends, ensure accountability, and inform policy updates.

Copy to:

1. Chairperson
2. All members
3. HoDs
4. AO




Principal
Principal
Aurora's PG College (MCA)
Uppal, Hyderabad-500092

Date: 04/03/2024

Office Orders

Internal Complaints Committee has been reconstituted with the following members with immediate effect.

S.No	Name	Designation	Role
1.	Dr. P. S. Subha Pradha	Professor	Chairperson
2.	Ms.M. Sunitha	Assistant Professor	Member
3.	Ms. O. Shalini	Assistant Professor	Member
4.	Ms. G. Mohana Lakshmi	Accountant	Member
5.	Mr. Ravi	Sr. Student Representative	Member
6.	Ms. S. Kalpana	Jr. Student Representative	Member
7.	Mr. Rama Krishna	NGO	Member

Rules and Responsibilities**Meetings**

- The committee should meet at least once every quarter and as needed to address urgent issues.
- Minutes of each meeting should be recorded and kept confidential.

Complaint Submission

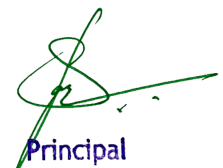
- **Channels for Submission:** Complaints can be submitted in writing or via email to the designated ICC email address. Anonymous complaints can also be submitted through a drop-box system.
- **Acknowledgment:** Upon receipt, complaints should be acknowledged within 24 hours, including a unique complaint ID and an estimated timeline for resolution.

Initial Review and Assessment

- **Classification:** The ICC reviews and classifies the complaint to determine if it falls under the scope of sexual harassment.
- **Preliminary Inquiry:** A preliminary inquiry may be conducted to gather initial facts and determine the seriousness of the complaint.
- **Interim Measures:** If necessary, interim measures (such as separating the complainant and the respondent) are implemented to ensure safety and prevent further harassment.



Ph.No. 040-27201452, Email:principal@apgcua.ac.in



Principal
Aurora's PG College (MCA)
Uppal, Hyderabad-500092

Detailed Investigation

- **Fact-Finding:** Conducting a thorough investigation, including interviews with the complainant, respondent, and any witnesses, as well as reviewing relevant documents and evidence.
- **Confidentiality:** Maintaining strict confidentiality throughout the investigation process to protect the privacy of all parties involved.
- **Report Preparation:** Preparing a detailed report of the findings and recommendations based on the investigation.

Resolution and Decision

- **Decision Making:** The committee makes a decision based on the findings of the investigation, which may include disciplinary action, counseling, or other remedial measures.
- **Notification:** Communicating the decision to the complainant and respondent, including the rationale for the decision and any follow-up actions required.

Implementation of Resolution

- **Action:** Implementing the resolution, which may include disciplinary measures against the respondent, support services for the complainant, or policy updates.
- **Monitoring:** Ensuring that the resolution is effectively implemented and no further issues arise.

Appeal Process

- **Submission of Appeal:** If dissatisfied with the decision, either party can submit a formal appeal outlining their concerns.
- **Review by Higher Authority:** A higher authority or appellate committee reviews the case.
- **Final Decision:** The appellate body makes a final decision, which is binding and communicated to all parties involved.
- **Documentation and Reporting**
- **Record Keeping:** Thorough documentation of all complaints, investigations, and resolutions, maintained confidentially.
- **Annual Report:** Preparing an annual report detailing the number of cases, types of complaints, outcomes, and any measures taken to prevent sexual harassment. This report should be submitted to the institution's governing body and relevant external authorities.

Awareness and Training

- **Workshops and Seminars:** Organizing regular workshops, seminars, and training sessions to educate the campus community about sexual harassment, gender sensitivity, and the functioning of the ICC.
- **Information Dissemination:** Distributing materials and information on how to report sexual harassment and the support systems available.

Copy to:

1. Chairperson
2. All members
3. HoDs
4. AO



Principal

Principal
Aurora's PG College (MCA)
Uppal, Hyderabad-500092

Date: 06/03/2024

Office Orders

Minority Cell has been reconstituted with the following members with immediate effect.

S.No	Name	Designation	Role
1.	Dr.Sanjay Kumar Padhy	Principal	Chairperson
2.	Ms.P.Regina	Assistant Professor	Member
3.	Mr. P.Durga Prasad	Assistant Professor	Member
4.	Mr. M.Narendra	Jr.Assistant	Member
5	Ms.Shaik Ayesha Sultana	Sr. Student Representative	Member
6.	Ms. Angelina	Jr.Student Representative	Member
7.	Mr. Srinivas Chowhan	Sr.Advocate	Member

Rules and Responsibilities**Meetings**

- The cell should meet at least once every semester and as needed to address urgent issues.
- Minutes of each meeting should be recorded and made accessible to relevant stakeholders.

Grievance Redressal

- **Complaint Handling:** The cell is responsible for receiving, investigating, and resolving complaints related to discrimination or harassment against minority members.
- **Confidentiality:** Ensure confidentiality and sensitivity in handling complaints.
- **Resolution:** Provide timely resolution and appropriate recommendations or actions to address grievances.

Awareness and Sensitisation

- **Workshops and Seminars:** Organize regular workshops, seminars, and training sessions to sensitize the campus community about minority issues and promote an inclusive environment.
- **Information Dissemination:** Distribute information regarding rights, policies, and support systems available for minority members.



Support Services

- **Academic Support:** Facilitate academic support programs such as tutoring, mentorship, and counselling for minority students.
- **Scholarships and Financial Aid:** Assist minority students in identifying and applying for scholarships, financial aid, and other support programs.

Policy Advocacy

- **Policy Development:** Advise the institution on policies and practices to promote equity and inclusion for minority members.
- **Implementation:** Monitor the implementation of policies related to the welfare of minority communities and suggest improvements.

Monitoring and Reporting

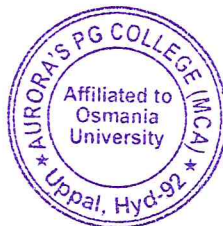
- **Data Collection:** Collect and maintain data on the enrolment, retention, and academic performance of minority students, as well as the recruitment and promotion of minority faculty and staff.
- **Annual Report:** Prepare and submit an annual report to the institution's governing body detailing the cell's activities, findings, and recommendations.

Externalliaison

- **Collaboration:** Collaborate with external organizations, government bodies, and NGOs working on minority issues.
- **Resource Mobilization:** Seek external resources and partnerships to support the welfare programs for minority members.

Copy to:

1. Chairperson
2. All members
3. HoDs
4. AO



Principal
Principal
Aurora's PG College (MCA)
Uppal, Hyderabad-500092

Date: 06/03/2024

Office Orders

OBC Cell has been reconstituted with the following members with immediate effect.

S.No	Name	Designation	Role
1.	Mr. Sanjay Kumar Padhy	Principal	Chairperson
2.	Ms.N. Maheshwari	Associate Professor	Member
3.	Ms. S. Soni	Assistant Professor	Member
4.	Ms.M.Manjula	Accountant	Member
5.	Mr. N.Sandeep Kumar	Sr. Student Representative	Member
6.	Ms.A.Kalyani	Jr. Student Representative	Member
7.	Mr. Srinivas Chowhan	Sr. Advocate	Member

Rules and Responsibilities**Meetings**

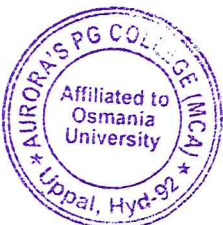
- The cell should meet at least once every semester and as needed to address urgent issues.
- Minutes of each meeting should be recorded and made accessible to relevant stakeholders.

Grievance Redressal


- **Complaint Handling:** The cell is responsible for receiving, investigating, and resolving complaints related to discrimination, harassment, or other issues faced by OBC members.
- **Confidentiality:** Ensure confidentiality and sensitivity in handling complaints.
- **Resolution:** Provide timely resolution and appropriate recommendations or actions to address grievances.

Awareness and Sensitisation

- **Workshops and Seminars:** Organize regular workshops, seminars, and training sessions to sensitize the campus community about OBC issues and promote an inclusive environment.
- **Information Dissemination:** Distribute information regarding rights, policies, and support systems available for OBC members.



Ph.No. 040-27201452, Email:principal@apgc.ac.in


Principal
Aurora's PG College (MCA)
Uppal, Hyderabad-500092

Support Services

- **Academic Support:** Facilitate academic support programs such as tutoring, mentorship, and counselling for OBC students.
- **Scholarships and Financial Aid:** Assist OBC students in identifying and applying for scholarships, financial aid, and other support programs.

Policy Advocacy

- **Policy Development:** Advise the institution on policies and practices to promote equity and inclusion for OBC members.
- **Implementation:** Monitor the implementation of policies related to the welfare of OBC communities and suggest improvements.

Monitoring and Reporting

- **Data Collection:** Collect and maintain data on the enrolment, retention, and academic performance of OBC students, as well as the recruitment and promotion of OBC faculty and staff.
- **Annual Report:** Prepare and submit an annual report to the institution's governing body detailing the cells activities, findings, and recommendations.

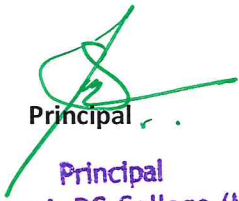
Externalliaison

- **Collaboration:** Collaborate with external organizations, government bodies, and NGOs working on OBC issues.
- **Resource Mobilization:** Seek external resources and partnerships to support the welfare programs for OBC members.

Copy to:

1. Chairperson
2. All members
3. HoDs
4. AO




Principal
Principal
Aurora's PG College (MCA)
Uppal, Hyderabad-500092

Date: 06/03/2024

Office Orders

SC/ST Committee has been reconstituted with the following members with immediate effect.

S.No	Name	Designation	Role
1.	Dr. Sanjay Kumar Padhy	Principal	Chairperson
2.	Mr. T. Kiran	Assistant Professor	Member
3.	Ms.P. Radhika Devi	Assistant Professor	Member
4.	Mr.V .Srinivas	Administrative Officer	Member
5.	Mr. V. Ram Kumar	Sr. Student Representative	Member
6.	Ms.G. Deepika	Jr.Student Representative	Member
7.	Mr. Srinivas Chowhan	Sr. Advocate	Member

Rules and Responsibilities**Meetings**

- The committee should meet at least once every semester and as needed to address urgent issues.
- Minutes of each meeting should be recorded and made accessible to relevant stakeholders.

Grievance Redressal


- **Complaint Handling:** The committee is responsible for receiving, investigating, and resolving complaints related to discrimination or harassment against SC/ST members.
- **Confidentiality:** Ensure confidentiality and sensitivity in handling complaints.
- **Resolution:** Provide timely resolution and appropriate recommendations or actions to address grievances.

Awareness and Sensitisation

- **Workshops and Seminars:** Organise regular workshops, seminars, and training sessions to sensitise the campus community about SC/ST issues and promote an inclusive environment.
- **Information Dissemination:** Distribute information regarding rights, policies, and support systems available for SC/ST members.



Ph.No. 040-27201452, Email:principal@apgcua.ac.in


Principal
Aurora's PG College (MCA)
Uppal, Hyderabad-500092

Support Services

- **Academic Support:** Facilitate academic support programs such as tutoring, mentorship, and counselling for SC/ST students.
- **Scholarships and Financial Aid:** Assist SC/ST students in identifying and applying for scholarships, financial aid, and other support programs.

Policy Advocacy

- **Policy Development:** Advise the institution on policies and practices to promote equity and inclusion for SC/ST members.
- **Implementation:** Monitor the implementation of policies related to the welfare of SC/ST communities and suggest improvements.

Monitoring and Reporting

- **Data Collection:** Collect and maintain data on the enrolment, retention, and academic performance of SC/ST students, as well as the recruitment and promotion of SC/ST faculty and staff.
- **Annual Report:** Prepare and submit an annual report to the institution's governing body detailing the committee's activities, findings, and recommendations.

Externalliaison

- **Collaboration:** Collaborate with external organizations, government bodies, and NGOs working on SC/ST issues.
- **Resource Mobilization:** Seek external resources and partnerships to support the welfare programs for SC/ST members.

Copy to:

1. Chairperson
2. All members
3. HoDs
4. AO



Principal

Principal
Aurora's PG College (MCA)
Uppal, Hyderabad-500092