



ESTD:



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KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)
(KBN COLLEGE)

(Sponsored by: S.K.P.V.V. Hindu High Schools' Committee)
Kothapeta, Vijayawada – 520 001.

Affiliated to Krishna University, Machilipatnam

Accredited with CGPA of 3.11 on Seven Point Scale at 'A' Grade in Cycle 3 by NAAC
3.5 Star Rating in Innovations & Start-Ups by MoE

Mandatory Disclosure

Name of the Institution with address	:	KBN COLLEGE DR.NO:9-42-104 ,KOTHAPETA, VIJAYAWADA-520001 NTR District Andhra Pradesh Ph: 9885766676 Mailid: info@kbncollege.ac.in
Name and address of the Society	:	S.K.P.V.V.HINDU HIGH SCHOOLS COMMITTEE D.No: 9-42-104 KOTHAPETA, VIJAYAWADA-520001 NTR District Andhra Pradesh
Name and Address of the Principal	:	Dr.D.L.PRATUSHA D.No: 9-42-104 KOTHAPETA, VIJAYAWADA-520001 NTR District Andhra Pradesh
Name of the Affiliating University:		KRISHNA University machilipatnam

Internal Complaints Committee (ICC)

In compliance with the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, in conjunction with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of KBN COLLEGE has been reconstituted on August 26, 2023. The purpose of this reconstitution is to effectively address and manage complaints pertaining to sexual harassment in the workplace

Office Order

The ICC comprises of the following members:

Sno	Designation	Name	DEPARTMENT
1	Presiding Officer	M.pavan kumar	MCAr
2	Faculty Members	Dr.s.venkatesh	MBA
4	Non Teaching-Members(2)	Mrs. V. Deepa	Administrative Office
5		DNL. Brahmaramba	Asst. Librarian
7	Student Nominees (3)	Mr. P.Naveen	Student - IIYear MBA
8		Ms. SAI PRASANNA	Student - II Year MBA
9		Mr. lokesh	Student - II Year MCA

On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry

report to Principal / Disciplinary Authority along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Presiding Officer, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received

Who can approach ICC for help?

Any female employee (faculty, student or staff) of ISTS Women's Engineering College

Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

If you think you are harassed or being harassed, what should you do?

- Send an email to kbnpgdirector@kbncollege.ac.in;

Your complaint will be kept CONFIDENTIAL.

Inquiry process:

The inquiry shall be completed within a period of ninety days from the date of the complaint.

On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

If the allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent to the employer.

The employer shall act upon the recommendation within sixty days of receiving it.

Establishment of Online Grievances Redressal Mechanism

As per the AICTE regulations 2019 vide F. No. 1-101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019 and the Governing Body (GB), KBN College PG Center constituted Student Grievance Redressal Committee with the objective of resolving the grievances of students and their parents. Provision has been made available in the Institute website, for registering the grievance through grievance-redressal@aizza.in. The students and their parents may henceforth approach the Grievance Redressal Committee and submit / register any grievance online, which will be accessed by the GRC headed by the principal, and appropriate action taken and the decision of the GRC will be intimated to the complainant. The grievances include

- Making admission contrary to merit
- Irregularity in the admission process
- Withhold or refuse to return any certificates
- Demand of money in excess specified
- Breach of the policy of reservation
- Complaints of alleged discrimination (SC/ST, OBC, Women, minority or PH)
- Non-payment or delay in payment of scholarships to students
- Delay in conduct of examinations or declaration of results
- Withholding student amenities
- Denial of quality education
- Non transparent or unfair evaluation practices
- Harassment and victimization of students including sexual harassment
- Refund of fees on withdrawal of admissions, etc.
- Grievance Redressal Application Form
- The Student Grievance Redressal Committee (GRC) comprises the following members:
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Sno	Name and Address	Officiating as
1	DR.D.L.PRATUSHA	COORDINATOR
2	Y.JAGADISH	MEMBER

3	SAI KIRAN	MEMBER
4	ABDUL ASIYA BEGUM	MEMBER
5	S.SAVITHRI	MEMBER
6	G.MADHURI	MEMBER

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- The member shall hold the office for a period of Two years. The GRC shall meet as and when requires and assess the merit of the complaint. The decision of the GRC will be intimated to the complainant through email / SMS / hosted in the website. In case of any false / frivolous complaint, the GRC will take appropriate action against the complainant.
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- Contact Email: grievance-redressal@kbn.ac.in
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CENTRAL ACADEMIC AND ADMINISTRATIVE COMMITTEES

STUDENT COUNSELING /GRIEVANCES REDRESSAL COMMITTEE (DISCIPLINE/ANTI RAGGING)		
S. No.	Name	Designation
1	M.PAVAN KUMAR	Coordinator
2.	Y.JAGADESH	MEMBER
3.	G. MADURI	MEMBER
4.	M. SANTI BABU	MEMBER

Functions & Responsibilities:

Student Counseling /Grievances Redressal Committee:

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the coordinator of Students' Grievance Cell.

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the redressal of the problems reported by the students of the college with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting 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.

- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Scope:

The cell will deal with Grievances received in writing from the students about any of the following matters:-

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

Functions:

- The cases will be attended promptly on receipt of written grievances from the students
- The cell formally will review all cases and will act accordingly as per the Management policy
- 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.

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

Discipline Committee:

- The Discipline Committee to create awareness against and to prevent any ill incidents taking place in the campus.
- It shall be the duty of the Discipline Committee to ensure compliance with the provisions of AICTE/UGC Regulations on curbing the Menace and Indiscipline behavior in the campus as well as to monitor and oversee the performance of the Disciplinary Squad in the prevention of in-disciplinary activity in the institution.
- With a view to pursue the prevalence of a healthy environment by regulating discipline among the students in the campus and to develop machinery to regulate the behavior of students it is considered necessary to constitute Students Disciplinary Committee.
- Accordingly, Students Disciplinary Committee is constituted to take cognizance of indiscipline and unruly behavior of students both in the College and in the Hostel by inflicting the penalties commensurate with the acts of misdemeanor by the students.

Anti Ragging Committee:

Ragging is inhuman, heinous, uncultured, unethical, immoral and unacceptable. Therefore the management has taken following decision to be implemented in the college as per the Govt instructions. Students are strictly warned not to resort to ragging activities in any form in the college campus.

The following steps are to be taken by the Anti Raging Committee.

- If Management Notices any student involving in ragging activities, he/she will be suspended from the college.
- Anti Ragging Committee is responsible to take action against the ragging students in the campus.
- If any Student who is harassed by ragging he/she should immediately bring it to the notice of Anti Ragging Committee for taking immediate action.
- Anti Ragging Committee members and senior student should take all the measures to instill confidence among the junior students.

SC/ ST COMMITTEE

According to AICTE norms, International School of Technology and Sciences for Women, Rajanagaram, has constituted the SC/ST committee (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989), with the following objectives:

To implement the reservation policy for SCs/STs in the Institution; Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the Institution, and analysis of the data showing the trends and changes towards fulfilling the required quota.

To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India, MHRD and the UGC.

To implement, monitor continuously and evaluate the reservation policy in the Institution and plan measures for ensuring effective implementation of the policy and programmes of the Government of India.

The Constitution of the Committee is as Follows:

Sno	Name	Designation
1	Mrs. Shamim	Chairman
2	A.Ravi kiran	Convener
3	N.Hemanth	Member
4	M.Santh Babu	Member

Student Counselling Cell Overview:

The Student Counselling Cell is where professional, confidential counselling service is available to all students. Counselling provides the opportunity for any student to discuss in private any concerns which may be impacting on academic performance or personal health and well-being. In the course of the counselling process, student's strengths are highlighted and maximized with a focus on client's self-growth, self-awareness and self-acceptance.

Counselling may provide a chance to find a new perspective on the problem and often to become more accepting of oneself in the process. Counselling is generally offered on a one to one basis is short-term in nature and is strictly confidential.

Vision

To help the students transform all the life challenges into opportunities for maximum academic achievement and optimal personal growth so that in due course of time, they become valuable assets to society.

Mission

To create the optimal therapeutic environment with the use of appropriate counselling techniques for the purpose of:

- Promoting the students development in all aspects of personal (mental, emotional, social, physical) well-being and academic growth.
- Enabling the students to gain the maximum benefit from the facilities.
- Helping students from various social, economic, lingual backgrounds adapt to the requirements of college life in a cosmopolitan city.
- Ascertaining that the students make continuous progress on the path of self -awareness and discover new ways to develop their potential and talents to the fullest.

Student Counselling Cell Committee:

Sno	Name	Designation	Position
1	Dr.D I Pratusha	director	Chairman
2	s.venkatesh	Asst. Professor, MBA	Convenor
3	A. Ravi Kiran	Asst. Professor, MBA	Member
4	Mr. Sai kiran	Asst. Professor, MCA	Member