



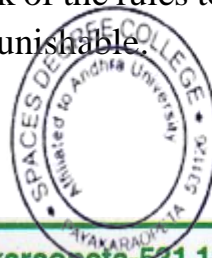
## 1. Implementation of guidelines of statutory/regulatory bodies

Maintenance of discipline within the premises of the Institution is of utmost importance to foster a healthy environment of knowledge cultivation, individual growth and well being of all stake holders.

The institute has a code of conduct and some general advisories on maintaining discipline within the college premise: --

1. Students must wear and display visibly their Identity Cards during college hours inside the campus. In case of loss of Identity Card, a duplicate can be obtained only with the permission of the Principal/Vice-Principal.
2. Students are expected to treat the members of the staff and their fellow students with courtesy both in and out of the college. There must be no disorderly or offensive conduct at any time.
3. Students must be in their classes and take their seats at the beginning of each period. They must not enter or leave the class room without permission.
4. College property, furniture, library books, etc. must be treated with due care.
5. Rules for the conduct of examinations placed on the Notice Board must be strictly adhered.
6. Impersonation at roll-call is a punishable offence.
7. Students are expected to be formally and decently dressed while in the college.
8. Smoking, chewing tobacco products, consumption of alcohol or spurious liquor, playing cards, spitting and loitering are strictly prohibited inside the college & hostel campus and shall invite severe punishment / disciplinary action.

The students are made aware of the above on the first day of the college and are also laid down in the College Prospectus. The College Prospectus further mentions that the Disciplinary Committee is set up to maintain a track of the rules to be followed by students and any complaint pertaining to this is severely punishable.



  
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The Committee may be approached in case any staff or student of the college feels that the above guidelines of discipline are in any way flouted or have been compromised. The Committee would then meet and take necessary steps to investigate the allegations and take necessary action if required.

## Anti Ragging, Grievance & Internal Complaints Committee

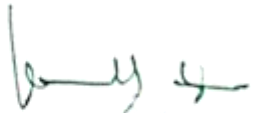
### 1. Anti Ragging:

Ragging has ruined countless innocent lives and careers. In order to eradicate it, the Hon'ble Supreme Court of India, in Civil Appeal No. 887 of 2009, passed the judgment wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti-Ragging Database. In accordance with UGC guidelines, the college has institutionalized a robust anti-ragging committee. The college adopts a policy of zero tolerance to the issues of ragging and whenever any case is registered the college immediately intervenes and takes prompt action.

### Mechanisms of Redressal

- In case a student falls victim to an unfortunate incident of ragging he/she is requested to promptly get in touch with the Convenor of the Anti-Ragging Committee. The student has to submit a written complaint to the Convenor laying down the details of his/her experience and identifying the perpetrators (if possible) so that appropriate action may be taken.
- On receipt of the letter, the Convenor approaches the Head of the Institution. The Principal/ Teacher in Charge/ Vice Principal in consultation with the Anti-Ragging Committee convenes a Fact-Finding Committee in accordance with the UGC guidelines.
- The Fact-Finding Committee would be given the responsibility to investigate the matter thoroughly by talking to the victim, alleged accused and visit the site of the incident if necessary.
- The Fact-Finding Committee submits a detailed report of its findings within a stipulated time and recommend actions to be taken in the matter to the Head of the Institution.



  
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- The Head of the Institution in consultation with the Anti-Ragging Committee would then decide upon necessary course of action and lay it down in the Action Taken Report.

## 2. Grievance Redressal Cell:

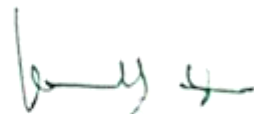
The college is extremely cautious about the grievances of the students & staff. Considering the importance of students' interests the Grievance Redressal is exclusively done by the Principal and the Vice Principal. The Principal addresses all the grievances except the academic matters which is looked upon by the Vice Principal. On a regular basis the Principal and Vice Principal receive emails on various grievances of the students & staff and address the same. The Internal Management Committee members are present to discuss the matters in the IMC meeting should such situation arise. The IMC comprises of the Principal, Vice Principal, IQAC Coordinator, Bursar and the Teachers' Council Secretary.

## 3. Internal Complaints Committee (ICC):

Prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("**POSH Act**") was enacted as a comprehensive legislation to provide a safe, secure and enabling environment, free from sexual harassment to every woman. This statute was enacted to fill the legislative void which had been partially addressed by the judiciary in Vishaka and Others v. State of Rajasthan and Others (1997 (7) SCC 323). In this seminal public interest litigation verdict, the Supreme Court of India had framed a set of guidelines ("**Vishaka Guidelines**") for dealing with instances of sexual harassment at the workplace, which has now been codified in the POSH Act.

Under the POSH Act, an employer is legally required to comply with certain statutory requirements. One of these is the constitution of an Internal Complaints Committee ("**ICC**"), a body envisaged to receive complaints on sexual harassment at the workplace from an aggrieved woman, as well as to inquire into and make recommendations to the employer on the action required pursuant to its inquiry of such complaint made.



  
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