

## **STATUTORY COMMITTEE**







<b>1</b>	<b>ANTI RAGGING COMMITTEE</b>
<b>2</b>	<b>GRIEVANCE REDRESSAL CELL</b>
<b>3</b>	<b>COMMITTEE AGAINST SEXUAL HARRASSMENT</b>

# 1. Anti-ragging committee

## ANTI RAGGING COMMITTEE

Date / / 20  
SPOAD

### Committee / Squad Members:-

Chairman:- Dr. Devaraj. K.  
Members present :- Shaini Naveen.   
Deepa Nayak.   
Dawn Prakash.   
Dr. Harshitha.   
Sumathi.   
Dr. Savitha. 

Constituted on :- 30<sup>th</sup> July 2016.

### Objectives:-

1. To uphold and Comply with directions of the Honorable Supreme Court and the UGC on acts amounting to ragging.
2. To prevent and prohibit acts of ragging in the College Campus.
3. To offer services of counselling and create awareness amongst students against ragging.
4. To Consider the Complaints (if any) received from the students and conduct enquiry.
5. To take all necessary measures to root out ragging in all its forms.

### Procedure:-

Members of the Committee and Squad will be responsible for the following:-

1. To carry out surprise checks in probable areas of ragging.
2. In case any incidents of ragging are noticed, on the spot enquiry shall be conducted.

3. In the event of any identification of ragging or even slight chance of the same, the matter shall be taken up for enquiry, by the Committee.

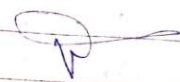
4.

4. The same shall be applicable in the case of complaints received from students.

5. In case of ragging is proved, the anti-ragging Committee may recommend any of the following punishments, on a case to case basis:-

- a) Withholding / withdrawal of scholarships and other benefits provided by the institution.
- b) Suspension from College for prescribed period.
- c) Expulsion from Institution.
- d) Debarring from Institution.
- e) Refer the matter for legal procedure.

6. In the event of receiving a Complaint / noticing any act of ragging, a detailed report of the same, along with necessary documents shall be prepared by the Committee members under the supervision of the chairperson and be sent to the management within a week of the receipt of Complaint.



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**ANTI-RAGGING COMMITTEE REPORT FOR THE**  
**ACADEMIC YEAR 2019-2020**

One meeting is conducted in the month of December, in this academic year. Students were oriented on the ill effects of ragging and were advised to keep away from such acts. Surprise checks are conducted at regular intervals in order to keep a check of any activities regarding ragging. Ms. Sanjana Kamath and Ms. Navya K. are unanimously nominated as student members, to the anti-ragging committee, for this academic year.

*Seema S. Shenoy*

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SDMMBA/57 A/2019-2020

Date:17/06/2019

The following members are nominated to the Anti Ragging committee/ Squad:

- |                       |   |                |
|-----------------------|---|----------------|
| 1. Dr.Seema S Shenoy  | - | Chairperson    |
| 2. Deepa Nayak P      | - | Member         |
| 3. Dawn Prakash       | - | Member         |
| 4. Dr.Harshitha K     | - | Member         |
| 5. Sumathi            | - | Member         |
| 6. Dr.Savitha Pereira | - | Member         |
| 7. Sanjana Kamath     | - | Student Member |
| 8. Navya K            | - | Student Member |

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SDMMBA/392/2018-2019

Date:11/02/2019

The following members are nominated to the Anti Ragging committee/ Squad:

- |  |   |                   |
|--|---|-------------------|
| 1. Dr.Seema S Shenoy                                   | - | Chairperson       |
| 2. Deepa Nayak P                                       | - | Member            |
| 3. Dawn Prakash  | - | Member            |
| 4. Dr.Harshitha K                                      | - | Member            |
| 5. Sumathi   | - | Member            |
| 6. Dr.Savitha Pereira                                  | - | Member            |
| 7. Dr.Rameela Shekhar                                  | - | Social Worker     |
| 8. Police Inspector<br>Barke Police Station Mangalore- |   | Ex-Officio Member |
| 9. Shivani Chandrashekhar                              | - | Student Member    |
| 10. Mohammad Safwan                                    | - | Student Member    |

*Seema S. Shenoy*

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ANTI-RAGGING COMMITTEE REPORT FOR THE  
ACADEMIC YEAR 2018-2019

Two meetings were held in this academic year on various issues relating to acts of ragging. Orientation was conducted for students regarding what amounts to ragging and the different punishments in case of acts of ragging are committed by students. Ms. Shivani Chandrashekhar and Mr. Mohd. Safwan, both students of second year MBA were unanimously nominated for the post of student members, for this academic year, in the committee. Certain special programs with regard to creating awareness against ragging were also conducted. The year was a peaceful one as no incidents of ragging were recorded.

*Seema B. Shenoy*  
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SDMMBA/374/2018-2019

Date:23/05/2018

The following members are nominated to the Anti Ragging committee/ Squad:

- |  |   |                   |
|--|---|-------------------|
| 1. Dr.Seema S Shenoy                                   | - | Chairperson       |
| 2. Deepa Nayak P                                       | - | Member            |
| 3. Dawn Prakash  | - | Member            |
| 4. Dr.Harshitha K                                      | - | Member            |
| 5. Sumathi   | - | Member            |
| 6. Dr.Savitha Pereira                                  | - | Member            |
| 7. Dr.Rameela Shekhar                                  | - | Social Worker     |
| 8. Police Inspector<br>Barke Police Station Mangalore- |   | Ex-Officio Member |
| 9. Vignesh Shetty                                      | - | Student Member    |
| 10. Adithi shenoy                                      | - | Student Member    |

*Seema S. Shenoy*  
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**ANTI-RAGGING COMMITTEE REPORT FOR THE**  
**ACADEMIC YEAR 2017-2018**

Three meetings were held in this academic year on various issues relating to acts of ragging. In the previous meeting members had unanimously agreed that this committee will be most effective if student members are included in it. However some members suggested that only second year students need to be nominated to this committee as the entry of first year students is usually delayed and even when they do get admitted to the institute, they may take time to get adjusted to new environments. Hence it was resolved that students from second year only can be nominated to the committee. Ms. Adithi Shenoy and Mr. Vignesh Shetty, both students of second year MBA were unanimously nominated for the post of student members in the committee. Dr. Rameela Shekhar and Police Inspector of Barke Police station were nominated by the Chairman of the committee as Ex- Officio Members. The year was a peaceful one as no incidents of ragging were recorded.

  
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SDMMBA/252A/2017-2018

Date:30/12/2017

The following student members are nominated to the Anti Ragging committee/  
Squad:

1. Vignesh Shetty - Student Member
2. Adithi shenoy - Student Member

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SDMMBA/2017-2018

Date:24/06/2017

The following members are nominated to the Anti Ragging committee/ Squad:

- |  |   |                   |
|--|---|-------------------|
| 1. Dr.Devaraj K  | - | Chairman          |
| 2. Shaini Naveen                                       | - | Member            |
| 3. Deepa Nayak P                                       | - | Member            |
| 4. Dawn Prakash  | - | Member            |
| 5. Dr.Harshitha K                                      | - | Member            |
| 6. Sumathi   | - | Member            |
| 7. Dr.Savitha Pereira                                  | - | Member            |
| 8. Dr.Rameela Shekhar                                  | - | Social Worker     |
| 9. Police Inspector<br>Barke Police Station Mangalore- |   | Ex-Officio Member |

  
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**ANTI-RAGGING COMMITTEE REPORT FOR THE**  
**ACADEMIC YEAR 2016-2017**

The anti-ragging committee was constituted on 30<sup>th</sup> July, 2016 to uphold and comply with the directions of the Honourable Supreme Court of India and the University Grants Commission regulations against acts amounting to ragging. This committee strives towards prohibiting acts of ragging in the college campus.

Two meetings were held to decide on issues relating to acts of ragging. Members unanimously agreed that this committee will be most effective if student members are included in it. It was resolved that students from both first and second year can be nominated to the committee before the next meeting. The year was a peaceful one as no incidents of ragging were recorded.

  
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SDMMBA/84A/2016-2017

Date:30/07/2016

The following members are nominated to the Anti Ragging committee/ Squad:

- |                       |   |          |
|-----------------------|---|----------|
| 1. Dr.Devaraj K       | - | Chairman |
| 2. Shaini Naveen      | - | Member   |
| 3. Deepa Nayak P      | - | Member   |
| 4. Dawn Prakash       | - | Member   |
| 5. Dr.Harshitha K     | - | Member   |
| 6. Sumathi            | - | Member   |
| 7. Dr.Savitha Pereira | - | Member   |

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## **2. GRIEVANCE REDRESSAL CELL**

### Grievance Redressal Committee

Chairman : DR. DEVARAJ K. P.

Members : Dr. Prameela S. Shetty AD  
Ms. Deepa Nayak P PD  
Ms. Shaini S

constituted on 30-07-2016.

#### Objectives :

- 1) To maintain compliance with regulatory requirements and enable the students / employees to air their grievance.
- 2) To clarify nature of grievance of students and employees.
- 3) To settle grievance of employees by taking appropriate action.
- 4) To obtain a speedy resolution to the problem.

#### Procedure and Process


- 1) Initial level at which grievance occurs
- 2) Intermediate stage where matter is referred to the members.
- 3) The matter is referred to the Chairman
- 4) If not settled refer the matter to the top management level
- 5) If not resolved third party mediation may be required.

a) The aggrieved person may in the first instance present the grievance orally



- b) The grievance may be settled by mediation at the institute level.
- c) In the event of non settlement the matter may be given in writing and an enquiry will be held by constituting a committee.
- d) Upon receipt of such complaints the same will be forwarded to the management for necessary action.

In the event of receiving the complaint/grievance a detailed report of the same, along with necessary documents will be prepared by the committee members under the supervision of the chairperson and be sent to the management at the earliest.

  
Dr. Manoj K.

Mane

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SDMMBA/95A/2018-2019

Date: 29/06/2019

**GRIEVANCE REDRESSAL COMMITTEE**

The following members are nominated to Grievance Redressal Committee:

Ombudsmen - Prof. Prabhakar, Management Representative

- |                           |   |                |
|---------------------------|---|----------------|
| 1. Dr. Seema S. Shenoy    | - | Chairman       |
| 2. Dr. Prameela S. Shetty | - | Member         |
| 3. Ms. Deepa Nayak P.     | - | Member         |
| 4. Ms. Ramya Shetty       | - | Member         |
| 5. Ms. Leona Strelita P.  | - | Student Member |

*Seema S. Shenoy*

DIRECTOR

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**GRIEVANCE REDRESSAL COMMITTEE**  
**REPORT FOR THE ACADEMIC YEAR 2018-2019**

The Grievance Redressal Committee conducted six meetings in the year 2018-2019 with the objective of enquiring about grievance from students. The first meeting was held on 03-07-2018. The grievance of the students regarding electric spark in the classroom, maintenance of water purifier and LCD projector was reported to the committee. The second meeting of the academic year was held on 13-07-2018 where it was reported that grievance of the previous meeting regarding electric spark in the classroom, maintenance of water purifier and LCD projector were duly resolved. The third meeting of the academic year was held on 15-10-2018, grievance regarding the selection of student co-ordinators for consortium committees was reported. Ms. Leona Strelita P. was nominated as the student representative member for the grievance redressal committee. The fourth meeting of the academic year was held on 31-12-2018. The grievance regarding the selection of student co-ordinators for consortium committees reported in the previous meeting was duly resolved with a discussion in the presence of students and staff. The fifth meeting of the academic year was held on 04-02-2019 where no grievance was reported. The sixth meeting of the academic year held on 29-06-2019 inducted Ms. Ramya Shetty as new member of the Grievance Redressal Committee.

*Seema S. Shenoy*

Dr. Seema S. Shenoy  
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SDMMBA/24/5 A/2018-2019

Date: 15/10/2018

**GRIEVANCE REDRESSAL COMMITTEE**

The following members are nominated to Grievance Redressal Committee:

Ombudsmen - Prof. Prabhakar, Management Representative

- |                           |   |                |
|---------------------------|---|----------------|
| 1. Dr. Seema S. Shenoy    | - | Chairman       |
| 2. Dr. Prameela S. Shetty | - | Member         |
| 3. Ms. Deepa Nayak P.     | - | Member         |
| 4. Ms. Leona Strelita P.  | - | Student Member |

*Seema S. Shenoy*

**DIRECTOR**

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SDMMBA/98 A /2018-2019

Date: 03/07/2018

**GREIVANCE REDRESSAL COMMITTEE**

The following members are nominated to Grievance Redressal Committee:

Ombudsmen - Prof. Prabhakar, Management Representative

- |                           |   |          |
|---------------------------|---|----------|
| 1. Dr. Seema S. Shenoy    | - | Chairman |
| 2. Dr. Prameela S. Shetty | - | Member   |
| 3. Ms. Deepa Nayak P.     | - | Member   |
| 4. Ms. Shaini Naveen      | - | Member   |

*Seema S. Shenoy*  
DIRECTOR  
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**GRIEVANCE REDRESSAL COMMITTEE**  
**REPORT FOR THE ACADEMIC YEAR 2017-2018**

The Grievance Redressal Committee conducted two meetings in the year 2017-2018 dated 20-07-2017 and 01-12-2017 with the objective of enquiring about grievance from students. In the first meeting it was reported that the issue regarding problems encountered by students due to power cut was resolved by installing UPS as a backup power supply. No grievance was reported in the second meeting.

*Seema S. Shenoy*

Dr. Seema S. Shenoy  
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SDMMBA/C/4/A/2016-2017

Date: 31/12/2016

GREIVANCE REDRESSAL COMMITTEE

The following members are nominated to Grievance Redressal Committee:

Ombudsmen - Prof. Prabhakar, Management Representative.

Dr. Devaraj K.	-	Chairman
Dr. Prameela S. Shetty	-	Member
Ms. Deepa Nayak P.	-	Member
Ms. Shaini Naveen	-	Member

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SDMMBA/3A/2016-2017

Date: 30/07/2016

**GREIVANCE REDRESSAL COMMITTEE**

The following members are nominated to Grievance Redressal Committee:

- |                           |   |          |
|---------------------------|---|----------|
| 1. Dr. Devaraj K.         | - | Chairman |
| 2. Dr. Prameela S. Shetty | - | Member   |
| 3. Ms. Deepa Nayak P.     | - | Member   |
| 4. Ms. Shaini Naveen      | - | Member   |

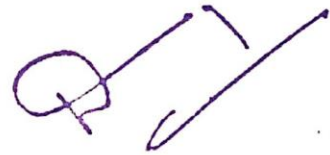
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**GRIEVANCE REDRESSAL COMMITTEE  
REPORT FOR THE ACADEMIC YEAR - 2016-2017**

The Grievance Redressal Committee conducted three meetings in the year 2016-2017 dated 30-07-2016, 31-12-2016 and 25-04-2017 with the objective of enquiring about grievance from students. The first meeting was to constitute the committee and discuss the procedures of handling the grievance. In the second meeting, the students complained regarding the malfunctioning of the projector to the committee. The committee assured that the projector will be repaired at the earliest. In the third meeting, students reported that due to frequent power cut and insufficient power backup, they had to encounter problems like getting stuck in the lift, disruption in LCD display in the class etc. The grievance was accepted, and assurance of redressal was made.



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## **3.COMMITTEE AGAINST SEXUAL HARRASSMENT**

## COMMITTEE AGAINST SEXUAL HARASSMENT IN WORKPLACE

Chairman: Dr. Devaraj K, Director, SDM PG centre

Members: 1. Dr. Seema S. Shency

2. Dr. Harshitha

3. Mrs. Sumathi

Constitution: 30<sup>th</sup> July, 2016.

### Objectives:

1. To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal Act, 2013).
2. To uphold the rights of women against sexual harassment and for the prevention of sexual harassment.
3. To evolve an effective mechanism for prevention, prohibition and redressal of sexual harassment of women at our institute.
4. To create a healthy & safe working environment.
5. To undertake all possible steps for purpose of gender sensitization & conduct of enquiry on complaints at the institution.

### Procedure:

1. The committee meets once in a semester to ensure safety and security of women employees at the institute.
2. On the event of any kind of harassment the faculty have been directed to submit written complaint to the chairman.
3. Any complaint submitted to the committee members will be forwarded to the chairman.
4. Internal enquiry at the institute level is to be undertaken.
5. Secrecy of the matter is assured to the complainant at all levels.
6. The chairperson will convene a meeting of the committee within a period of one week from the date of complaint.
7. The complainant needs to present evidences on the matter in the first meeting in person. The committee shall then decide whether the enquiry needs to be carried out.
8. On the conduct of enquiry, if it is been proved that the offender has indulged in sexual harassment, appropriate disciplinary action would be taken against him irrespective of his status in the institution.

  
Dr. Devaraj K.  
Director

S.D.M. Post Graduate Centre for  
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(M.B.A. Programme)



## **Committee against Sexual Harassment at Workplace**

### **Report**

**2018 – 2019**

Two meetings were held during the academic year 2018 – 2019 to enquire and find remedies on any issues regarding sexual harassment reported by the staff members. All the members felt happy as there were no issues identified and reported to the committee during the year. They also wished to have the same conditions continued during the coming years too.

*Seema S. Shenoy .*

**DIRECTOR**  
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## **Committee against Sexual Harassment at Workplace**

### **Report**

**2017 – 2018**

Three meetings were held during the academic year 2017 – 2018 to discuss on the issues of sexual harassment during the year and to ensure that the employees are safe at workplace. The members were satisfied with the fact that no cases of sexual harassment were reported by the staff during the entire year.

In the meeting held on 9<sup>th</sup> April 2018, Dr. Seema S. Shenoy, the newly appointed Director of the institute was appointed as the new chairperson of the committee.

The committee was re – constituted with the induction of Dr. Savitha Pereira and Mr. Dawn Prakash as new members in the 2<sup>nd</sup> meeting that was held on 4<sup>th</sup> June 2018.

*Seema S. Shenoy*

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SDMMBA/49A/2017-2018

Date: 04.06.2018

**COMMITTEE AGAINST SEXUAL HARASSMENT AT WORKPLACE**

The following members are nominated to Grievance Redressal Committee:

- |                       |   |             |
|-----------------------|---|-------------|
| 1. Dr. Seema S Shenoy | - | Chairperson |
| 2. Dr.Savitha Pereira | - | Member      |
| 3. Dr. Harshitha K    | - | Member      |
| 4. Ms. Sumathi        | - | Member      |
| 5. Mr.Dawn Prakash    | - | Member      |

*Seema S. Shenoy*  
DIRECTOR

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**Committee against Sexual Harassment at Workplace**  
**Report**  
**2016 – 2017**

The Committee against Sexual Harassment at Workplace was constituted on 30<sup>th</sup> July, 2016 at SDM PG Centre for Management Studies and Research with the objective to comply with the provisions of the sexual harassment at workplace (Prevention, Prohibition and Redressal Act, 2013) and to uphold the rights of women against sexual harassment and for the prevention of sexual harassment. Two meetings were held during the year to create awareness among the employees about the existence of the committee and also to enquire about any incidents of sexual harassment at workplace.



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S.D.M. Post Graduate Centre for  
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(M.B.A. Programme)





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SDMMBA/82 A/2016-2017

Date: 30.07.2016

**COMMITTEE AGAINST SEXUAL HARASSMENT AT WORKPLACE**

The following members are nominated to Committee against sexual harassment at workplace.

- |                       |   |          |
|-----------------------|---|----------|
| 1. Dr. Devaraj K.     | - | Chairman |
| 2. Dr. Seema S Shenoy | - | Member   |
| 3. Dr. Harshitha K    | - | Member   |
| 4. Ms. Sumathi        | - | Member   |

  
DIRECTOR  
S.D.M. Post Graduate Centre for  
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