

ST. ANNE'S DEGREE COLLEGE, VIRAJPET
(Affiliated to Mangalore/Kodagu University)

**MINUTES OF MEETING OF INTERNAL COMPLAINT CELL OF
LAST FIVE YEARS:**

ST. ANNE'S DEGREE COLLEGE, VIRAJPET

(SANTHA ANNAMMA DEGREE COLLEGE)

ADDRESS: MURNAD ROAD, VIRAJPET – 571 218, KODAGU DISTRICT, KARNATAKA.

(Under The Administration of the Mysore Diocesan Educational Society)

Website: stannesvirajpet.edu.in

E-mail: stannescolleges@gmail.com

Internal Complaint Cell 2022-2023

The Internal Complaint Cell of St. Anne's Degree College, Virajpet for the academic year 2022-2023 is constituted. The cell comprises of the following members.

MEMBERS OF INTERNAL COMPLAINT CELL

Name	Designation&Department	Role
Mrs. Trupti Bopanna	Principal	Chairman
Mrs. Soumya Somaraj	Asst.Professor, BCA Department	Convener
Mr. Arjun H R	Asst.Professor, Kannada Department	Member
Mrs. Hema B D	Asst.Professor, BBA Department	Member
Mrs. Sunitha S	Asst.Professor, BCOM Department	Member
Mrs. Rashmi	Asst.Professor, BSc Department	Member


Principal
ST. ANNE'S DEGREE COLLEGE
MURNAD ROAD, VIRAJPET
PHONE : 08274 - 257622

INTERNAL COMPLAINT CELL

Minutes of the meeting

Date: 27/10/2022

Time: 3:00 P.M

Venue: Principal's Chamber

MEETING AGENDA:

1. To explain the importance of ICC.
2. Mechanism of redressal of grievances.

DECISION AND OUTCOMES:

1. The meeting began with a small prayer and after that while addressing the members the Principal explained the importance of ICC. She said that the ICC is a student centric cell, which helps the students to learn in a peaceful atmosphere. The student's grievances like ragging, sexual harassment, fighting, manhandling among the students and the grievances between teachers-students are attended immediately in ICC. On the whole, this cell is formed to address all the grievances of the staff and students and it helps for a peaceful atmosphere in teaching-learning process.
2. The Principal while addressing on mechanism of redressal of grievances said that any grievance brought to the notice for any staff member has to be conveyed to the convener. The convener will arrange for a meeting to listen to the explanation from the grieved parties. Later the evidences are collected. Finally, after listening to the parties, the ICC will try for amicable settlement. Any action can be

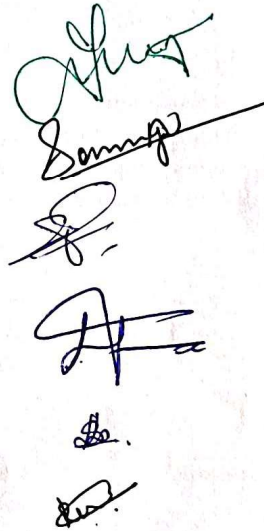
taken depending upon the nature of grievances and finally guilty will be punished by the Principal accordingly.

3. All the members suggested some valuable opinions to keep the cell active.

Meeting adjourned at: 3:30PM

Members Present

- | | |
|------------------------|----------|
| 1. Mrs. Trupti Bopanna | Chairman |
| 2. Mrs. Soumya Somaraj | Convener |
| 3. Mr. Arjun H R | Member |
| 4. Mrs. Hema B D | Member |
| 5. Mrs. Sunitha S | Member |
| 6. Mrs. Rashmi | Member |

The block contains five handwritten signatures in blue ink, each corresponding to a member listed in the table to the left. The signatures are: 1. A cursive signature for Mrs. Trupti Bopanna. 2. A signature for Mrs. Soumya Somaraj. 3. A signature for Mr. Arjun H R. 4. A signature for Mrs. Hema B D. 5. A signature for Mrs. Sunitha S. There is also a small mark below the signature for Mrs. Rashmi, but it is not clearly identifiable.

INTERNAL COMPLAINT CELL

MINUTES OF THE MEETING

Date: 09/12/2022

Time: 3:00 PM

Venue: Principal's Chamber

The second meeting of the Internal Complaint Cell for the academic year 2022-23 was held on 09/12/2022 at 3:00 pm at Principal's office.

MEETING AGENDA:

1. Complaint of the students about the canteen facility



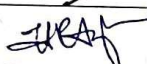



DECISION AND OUTCOMES:


The meeting was started by the principal asking for an explanation of the grievances of the students. The Convener informed the principal about the grievance of the students, related to the hygienic maintenance of the canteen. The principal said that the canteen owner would be called immediately and warned about the grievance and also said that the member who was appointed in charge to supervise the canteen every day.

Meeting adjourned at 3:30 pm

Convener

The Members Present

Name of the Members	Designation	Role	Signature
Mrs. Trupti Bopanna	Principal	Chairman	
Mrs. Soumya Somaraj	Asst.Professor, BCA Department	Convener	
Mr. Arjun H R	Asst.Professor, Kannada Department	Member	
Mrs. Hema B. D	Asst.Professor, BBA Department	Member	
Mrs. Sunitha S	Asst.Professor, BCom Department	Member	
Mrs. Rashmi	Asst.Professor, BSc Department	Member	


PRINCIPAL
23/12/23
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MURNAD ROAD, VIRAJPET
PHONE - 08274 - 257623

INTERNAL COMPLAINT CELL

MINUTES OF THE MEETING

Date: 03/05/2023

Time: 3:00 PM

Venue: Principal's Chamber

The third meeting of the Internal Complaint Cell for the academic year 2022-23 was held on 03/05/2023 at 3:00 pm at Principal's office.

MEETING AGENDA:

1. Complaint of the students about the Computer Lab Facility


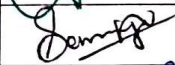




DECISION AND OUTCOMES:


The meeting was started by the principal asking for an explanation of the grievances of the students. The convener presented before the committee; the problems faced by the BCA students while attending the practical classes due to lack of computers. The principal informed the BCA HOD that the problem would be sorted out at the earliest by buying new computers.

Meeting adjourned at 3:30 pm

Convener

The Members Present

Name of the Members	Designation	Role	Signature
Mrs. Trupti Bopanna	Principal	Chairman	
Mrs. Soumya Somaraj	Asst.Professor, BCA Department	Convener	
Mr. Arjun H R	Asst.Professor, Kannada Department	Member	
Mrs. Hema B. D	Asst.Professor, BBA Department	Member	
Mrs. Sunitha S	Asst.Professor, BCom Department	Member	
Mrs. Rashmi	Asst.Professor, BSc Department	Member	


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INTERNAL COMPLAINT CELL

MINUTES OF THE MEETING

Date: 27/07/2023

Time: 2:00 PM

Venue: Principal's Chamber

The fourth meeting of the Internal Complaint Cell for the academic year 2022-23 was held on 27/07/2023 at 3:00 pm at Principal's office.

MEETING AGENDA:

1. Discussion of Grievances

ACTION TAKEN:





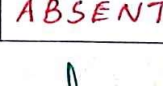
1. 15 new computers were provided at the Computer Lab


The committee members were informed that the BCA students were very happy and pleased by the initiatives taken by the college in providing new computers. The chairman concluded the meeting by appreciating the committee and the management for resolving student grievances promptly.

Meeting adjourned at 2:15 pm

Convener

The Members Present

Name of the Members	Designation	Role	Signature
Mrs. Trupti Bopanna	Principal	Chairman	
Mrs. Soumya Somaraj	Asst.Professor, BCA Department	Convener	
Mr. Arjun H R	Asst.Professor, Kannada Department	Member	
Mrs. Hema B. D	Asst.Professor, BBA Department	Member	
Mrs. Sunitha S	Asst.Professor, BCom Department	Member	
Mrs. Rashmi	Asst.Professor, BSc Department	Member	ABSENT


28/07/23
PRINCIPAL
ST. ANNES DEGREE COLLEGE
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MURNAD ROAD, VILUPPATTUR
PHONE : 08274 - 287622

ST. ANNE'S DEGREE COLLEGE, VIRAJPET

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Internal Complaint Cell 2021-2022

The Internal Complaint Cell of St. Anne's Degree College, Virajpet for the academic year 2021-2022 is constituted. The cell comprises of the following members.

MEMBERS OF INTERNAL COMPLAINT CELL

Name	Designation&Department	Role
Rev. Fr. Rony Ravikumar	Principal	Chairman
Mrs. Soumya Somaraj	Asst.Professor, BCA Department	Convener
Mr. Arjun H R	Asst.Professor, Kannada Department	Member
Mrs. Hema B D	Asst.Professor, BBA Department	Member
Mrs. Sunitha S	Asst.Professor, BCOM Department	Member
Mrs. Beena Rosy	Asst.Professor, English Department	Member

Principal
Fr. 
PRINCIPAL
ST. ANNE'S DEGREE COLLEGE
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Internal Complaint Cell Policy

A systematic mechanism for the redressal of grievances is functioning in the college. Internal Complaint cell is formed to address all the grievances of the staffs and students and it helps for a peaceful atmosphere in teaching-learning process. The students' grievances like ragging, sexual harassment, fighting, man handling among the students and the grievances between teachers-students are attended immediately in ICC.

Any grievance brought to the notice of any staff members has to be conveyed to the Convener. The convener will arrange for a meeting to listen to the explanations from the grieved parties. Later the evidences are collected. Finally, after listening to the parties the ICC will try for the amicable settlement. Any action can be taken depending upon the nature of grievances and finally the guilty will be punished by the principal accordingly.


Principal
PRINCIPAL
ST. ANNE'S DEGREE COLLEGE
MURNAD ROAD, VIRAJPET
KODAGU. TEL: 08274 - 257022

INTERNAL COMPLAINT CELL

Minutes of the meeting

Date: 15/12/2021

Time: 3:00 P.M

Venue: Principal's Chamber

- The chairperson of the cell welcomed the members present in the meeting.
- The contents of Internal Complaint Cell policy are discussed and the members have accepted the same.

Members Present

1. Rev. Fr. Rony Ravikumar	Chairman	
2. Mrs. Soumya Somaraj	Convener	
3. Mr. Arjun H R	Member	
4. Mrs. Hema B D	Member	
5. Mrs. Sunitha S	Member	
6. Mrs. Beena Rosy	Member	

GRIEVANCE REDRESSAL CELL

MINUTES OF THE MEETING

The first meeting of the GRC for the academic year 2018-19 was held on 30/06/2018 at 3:00 pm at Principal's office.

MEETING AGENDA:

1. Complaint of a girl student about the personal harassment through INSTAGRAM.

DECISIONS AND OUTCOMES:

The meeting was called by the GRC Convener to discuss and decide about the personal harassment faced by a girl student through INSTAGRAM - ST ANNES CONFESSIONS page. The principal enquired about the reason for the same and found that it was done by an unknown person and so decided to forward the issue to the Police department as it was an issue which comes under Cyber Crime.

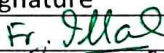
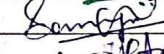
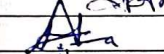

Meeting adjourned at 3:30 pm


Convener


Principal

ST. ANNE'S DEGREE COLLEGE
(SANTHA ANNAMMA DEGREE COLLEGE)
MURNAD ROAD, VIRAJPET
PHONE : 08274 257622

The members present:

Name of the Members	Designation	signature
Fr. Issac Rathnakar N.S.	Principal/President	
Mrs. Soumya Somaraj	Convener	
Mr. Arjun H R	Member	
Mrs. Hema B D	Member	
Mrs. Sunitha S	Member	