



Dr. Kariappa BUSINESS SCHOOL

Approved by AICTE, Recognised by GOVT. of India
(Affiliated to Bengaluru North University)

Date: 08/12/2021

GRIEVANCE REDRESSAL COMMITTEE

The Grievance Redressal Committee will comprise of the following members. They are to make sure that no complaint in the college campus. The decision of Grievance Redressal Committee for each incident will be taken in consultation and is considered final with the following members.

Appointment Order Reference Number	Date of Appointment	Name of the Committee Member	Designation
VIAD/MET/APT/20-21/001	01/01/2020	Dr. H L Vijayakumar Professor	Chairperson
DKBS/MET/APT/21-22/001	01/11/2021	Mr. Murali Krishna Associate Professor	Member
DKBS/MET/APT/21-22/012	01/09/2021	Mr. Zaheesh Moideen Administrative Officer	Member
DKBS/MET/APT/21-22/013	01/09/2021	Mr. Limnesh V.N Asst Administrative Officer	Member
DKBS/MET/APT/21-22/003	01/11/2021	Mr. B. Balakrishna Asst Professor	Member
		Riya Samanth MBA	Student
		Sri Lakshmi MBA	Student

ROLE AND RESPONSIBILITIES OF MEMBERS AS MENTIONED ABOVE

1. The members of the Grievance Redressal Committee are the members of the Enquiry Committee and the whole process of enquiry is to be completed within the stipulated time of 90 days.
2. After the complaint is received it is mandatory to take action within 7 days of receipt of the complaint.



(An Affiliate Of Vogue Institute Of Fashion Technology)

A Unit of Manduda Educational Trust

Corporate Office : # 4, Anand Towers, 3rd Floor, Opp. to PF Building.

Raja Ram Mohan Roy Road, Richmond Circle, Bangalore - 560 025 Karnataka, India.

Tel : 91 - 80 - 22224334 / 41128513

Campus - Plot # SW45-SW48

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3. The Complainant is requested by the Enquiry Committee to appear before the Committee in a given date to present her case.
4. A letter is sent to the respondent with the remark to provide the clarification within 10 days of the receipt of the intimation sent by the Enquiry Committee.
5. After receipt of the response of the Respondent in ICC, the Respondent is requested by the Enquiry Committee to appear before the Committee in a given date to defend his case.
6. If the Enquiry Committee is of the opinion that the matter is sensitive then immediate interim relief under Chapter V, Clause 12 (1) (a) of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is provided to the Complainant.
7. The interim relief to the Complainant is also given in the shape of leave/ transfer of the Complainant to any other department for the time being until the case is resolved.
8. The Enquiry Committee also request the Complainant through a letter to provide the list of names of witnesses, documents if any, to the Enquiry Committee within 3 days' time.
9. The concerned department is also requested to provide CCTV Camera footage of the incident if any through the Proctor AMU to the Enquiry Committee of ICC.
10. The Enquiry Committee also request the Respondent through a letter to provide the list of names of witnesses, documents if any, to the Enquiry Committee within 3 days' time.
11. The witnesses are requested by the Enquiry Committee to appear before the Committee in a given date to present the case.
12. The Enquiry Committee after hearing the witnesses again request the Complainant as well as the respondent to appear before the Committee in different dates for further clarification in the case.
13. After going through all the documents and witness the Enquiry Committee submits the report and recommends the same to the higher institutional authority.
14. The Complainant as well as the Respondent is also intimated through a letter regarding the submission of report to the higher institutional authority.
15. All the files and reports are kept confidential in the office of the Internal Complaints Committee and the keys of almirah are in custody of the Presiding Officer, ICC. After the closure of the case the original file is confidentially submitted to the Hon. Vice Chancellor, AMU, Aligarh and a copy of the same is kept confidential in the ICC for office record.

DIRECTOR

Dr. Kariappa School of Business School



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