



# LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania University)

(A Catholic Minority Institution Run By Brothers of St. Gabriel Educational Society)

2-18-25, Opp. Survey of India,  
Uppal, R.R. Dist (Medchal Malkajgiri Dist. (New))  
Hyderabad - 500 039

Mobile : 7673960152  
E-mail : littleflowercollege@gmail.com  
Website : www.lfdc.edu.in

## Circular for Grievance Committees

Date: 15 July 2022

Subject: Constitution of Grievance Committees for the Academic Year 2022-23

Dear Students,

As part of our ongoing commitment to ensuring a safe and supportive environment for all students, we are pleased to inform you about the constitution of the following grievance redressal committees for the academic year 2022-23, in accordance with UGC guidelines. Any issues faced by students may be brought to the notice of the respective committees, and suitable action will be taken upon proving the wrong.

### 1. Internal Complaints Committee (ICC)

The Internal Complaints Committee is responsible for addressing complaints related to sexual harassment and ensuring a safe and inclusive environment for all.

#### Committee Members:

1. Mrs. P. Jayanthi Reddy, Presiding Officer, Vice Principal
2. Ms. A. Harini, Coordinator, French Department
3. Ms. Thane, Member, Political Science Department
4. Ms. Dhvani, Member, Statistics Department
5. Ms. Usha Rani, Member, Microbiology Department
6. Dr. Gomathi, Member, Zoology Department
7. Ms. Shajahan, Member, Physics Department
8. Ms. Prathiva, Member, Physical Education Department
9. Ms. Shruthi, Member, Botany Department
10. Ms. Sunethri, Member, Management Department

### 2. Anti-Ragging Committee

The Anti-Ragging Committee is dedicated to preventing and addressing incidents of ragging and fostering a respectful and welcoming campus culture.

#### Committee Members:

1. Rev. Bro. Vincent Reddy, Principal, Chairperson
2. Ms. Jayanthi Reddy, Vice Principal
3. Dr. K. Gomathi, Coordinator, Zoology Department

*Jayanthi*  
**PRINCIPAL**  
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4. Ms. Swapna, Assistant Professor, Mathematics Department
5. Ms. Bhavani, Assistant Professor, Computer Science Department
6. Ms. Sandhya, Assistant Professor, Management Department
7. Ms. Suvarna, Assistant Professor, English Department
8. Ms. Prathiva, Physical Director
9. Ms. Shradha, Student, President of College

### 3. SC/ST Protection and Support Committee

The SC/ST Protection and Support Committee ensures that the rights and interests of SC/ST students are protected and any grievances are promptly addressed.

#### Committee Members:

1. Rev. Bro. Vincent Reddy, Principal, Chairperson
2. Ms. P. Jayanthi Reddy, Vice Principal
3. Dr. K. Gomathi, Coordinator, Zoology Department
4. Mr. M. Prashanth, Assistant Professor, Mathematics Department
5. Ms. T. Swapna, Assistant Professor, Mathematics Department
6. Ms. Naga Rani, Office Assistant
7. K. Sai Nikitha, Student Member
8. T. Sai Manoj, Student Member

We encourage all students to utilize these committees to voice any concerns or grievances. The college administration is committed to taking appropriate actions to maintain a supportive and equitable campus environment.

Best regards,

**Principal**

**Note:** Ensure to regularly check the notice boards and college website for any updates or changes in the committee schedules and activities.

*Jayanthi P*  
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## **Mechanisms for Submission of Online/Offline Students' Grievances**

**Introduction:** Little Flower Degree College places a high priority on swiftly and fairly addressing student grievances through robust mechanisms. To uphold this commitment, the college has implemented comprehensive processes for both offline and online submission of student complaints. This proactive approach ensures that student concerns are promptly and impartially addressed, fostering an environment conducive to learning.

**A Comprehensive Approach to Grievance Resolution: Initiation:** Students have multiple avenues to lodge complaints, including the Grievance Redressal Cell, their Head of Department (HOD), designated suggestion boxes, or online platforms. The complaint should clearly articulate the issue at hand.

**Investigation:** Upon receipt, faculty members will evaluate the complaint and may initiate an inquiry if necessary, potentially seeking additional details from the student.

**Resolution:** Efforts will be made to resolve the matter within a week following receipt of the complaint.


**Escalation:** If the student remains dissatisfied, they have the option to escalate the grievance to the principal, who will make the final decision.

**Confidentiality:** Throughout the process, confidentiality is maintained, and the college is committed to addressing grievances promptly and impartially. Additionally, the institution regularly reviews its grievance redressal policy to ensure effectiveness and compliance, welcoming student input for continuous improvement.

**Timeliness:** LFDC ensures prompt and fair handling of student complaints.

**Review and Improvement:** The College will periodically review the Grievance Redressal Policy to ensure its effectiveness and compliance with relevant regulations. Students are encouraged to provide feedback on the system through suggestion boxes or directly to the Grievance Redressal Cell Coordinator or member(s).

**Conclusion:** Through proactive initiatives and systematic processes, Little Flower Degree College reaffirms its dedication to supporting students and fostering a positive learning environment. By providing accessible and transparent avenues for grievance redressal, the

  
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college ensures that every student's voice is heard and valued, contributing to a culture of trust, respect, and accountability within the institution.

## Additional Information:

- Grievance Form – Online: <http://www.lfdc.edu.in/std/grievence.php>
- Grievance Form- Offline: Sample shared below

## Grievance Form- Offline

Date of Submission: \_\_\_\_\_

Personal Details:

1. Name:
2. Student ID/Hall ticket Number:
3. Course/Program:
4. Department/Division:
5. Contact Number:
6. Email Address:

Nature of Grievance: Please select the appropriate category:

1. Ragging
2. Sexual harassment
3. Discrimination (gender, caste, religion, etc.)
4. Other (please specify)


**Description of Grievance:**

**Supporting Documents:**

**Declaration:** I affirm that the information provided above is accurate and truthful to the best of my knowledge. I understand that any falsification or misrepresentation may lead to the dismissal of my grievance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Please submit this completed grievance form to the coordinator or principal or committee members responsible for handling student grievances, or deposit it in the designated grievance box at Little Flower Degree College.

  
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