



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

Minutes of Meeting of Student Grievance Committee

Date: 23rd September 2022

Time: 2:00 PM

Venue: Principal's Office

Members Present:

1. Rev. Bro. Vincent Reddy - Principal
2. Mrs. P. Jayanthi Reddy - Vice Principal
3. Dr. K. Gomathi - Asst. Prof., Zoology
4. Mr. M. Prashanth - Asst. Prof., Mathematics
5. Ms. T. Swapna - Asst. Prof., Mathematics
6. Ms. Usha Rani - Asst. Prof., Microbiology
7. Ms. Sandhya - Asst. Prof., Management
8. Ms. Suvarna - Asst. Prof., English
9. Ms. Prathiva - Physical Director

Agenda:

1. Evaluation of grievances received and their resolutions
2. Redirecting complaints to relevant committees
3. Reviewing the grievance redressal framework
4. Strategies to improve grievance resolution processes

Proceedings:

1. Evaluation of Grievances Received and Their Resolutions:

- The Chairperson reported that no major grievances requiring immediate action were received during the academic year 2022-23.
- Minor grievances related to administrative and classroom issues were promptly addressed and resolved to the satisfaction of the complainants.

2. Redirecting Complaints to Relevant Committees:

- The committee noted that complaints, if any, falling under the jurisdiction of other statutory/regulatory bodies, such as the Anti-Ragging Committee, Internal Complaints Committee for Anti-Sexual Harassment, and SC/ST Protection and Support Committee, were to be redirected to these respective committees for specialized attention.

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- The committee ensured thorough documentation and follow-up of such referrals to ensure proper resolution.

3. Reviewing the Grievance Redressal Framework:

- The committee examined the current grievance redressal procedures and identified areas for improvement to make the system more effective and efficient.
- Members emphasized the importance of maintaining confidentiality and ensuring the timely resolution of grievances to build and sustain student trust in the system.

4. Strategies to Improve Grievance Resolution Processes:

- To enhance the grievance redressal system, the committee proposed several initiatives:
 - Launching awareness campaigns to educate students about the grievance redressal mechanisms and encourage them to report their concerns without fear.
 - Conducting regular training sessions for faculty and administrative staff on sensitive and effective grievance handling.
 - Establishing routine feedback sessions with students to continuously refine the grievance resolution process.
 - Periodically reviewing and updating the grievance policy to align with the latest UGC guidelines and best practices in higher education institutions.

Conclusion:


The meeting concluded with a consensus that, although no major grievances were reported, ongoing efforts are crucial to sustain and improve the grievance redressal system. The committee reaffirmed its commitment to fostering a supportive and responsive environment for all students at the institution.

Action Points:

1. Launch awareness and training programs.
2. Schedule regular feedback sessions with students.
3. Continuously review and enhance the grievance redressal process.

Signed:

Principal and Chairperson


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Timely Redressal of Grievances Through Appropriate Committees: Annual Reports of the Committees Monitoring Activities and Grievances Redressed to Prove Timely Redressal of Grievances

Little Flower Degree College is dedicated to fostering a nurturing learning environment and acknowledges the crucial role of addressing grievances promptly in maintaining a positive campus atmosphere. To uphold this commitment, the college has instituted several committees.

The **Anti-Ragging Committee** led by a chairperson (principal) and comprised of faculty members and student representatives, works diligently to eradicate ragging from the campus. Adhering to regulations set by the University Grants Commission (UGC), the committee convenes regularly to review complaints and take necessary actions.


Similarly, the **Internal Complaints Committee**, led by a female faculty member and inclusive of faculty members is responsible for addressing sexual harassment grievances. Operating in compliance with guidelines established by the Supreme Court of India, this committee meets regularly to review and address submitted grievances.

Additionally, the **SC/ST protection and support committee** committed to swiftly resolving grievances encountered by SC/ST students. Comprising dedicated members, it addresses discrimination and injustices, fostering an inclusive environment that advocates for equal opportunities and upholds the rights of SC/ST students.

Furthermore, committees are in place to handle issues related to indiscipline and insubordination.

In conclusion, Little Flower Degree College emphasizes the importance of promptly addressing grievances. Through its committees, the institution stands ready to effectively address and redress grievances, encouraging students to utilize these communication avenues for appropriate resolution.

Grievance Handling Authorities and Timelines: Ensuring grievances are promptly and effectively addressed is vital for nurturing a positive and supportive educational environment. Little Flower Degree College gives utmost priority to resolving grievances swiftly through established mechanisms and committees. The following provides an extensive outline of the authorities responsible for handling grievances and the corresponding timelines for addressing different types of issues within the institution.


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Outline of Grievance Handling Authorities and Timelines

S. No	Type of grievance	Head	Appellate authority	Time of redressal of grievance
1	Sexual Harassment Committee	ICC	Presiding officer	Immediate
2	Ragging	Anti-Ragging committee	Principal	Immediate
3	Discrimination	SC/ST Protection and Support Committee	Principal	Immediate
4	Indiscipline	Discipline Committee	Principal	Three days
5	Insubordination	Management	Principal	Three days

Annual Reports of Grievance Redressal Committees

Little Flower Degree College (LFDC) remains steadfast in its commitment to student welfare through transparent grievance procedures. Enclosed are the annual reports covering the past five academic years from the Anti-Ragging, Anti-Sexual Harassment, and SC/ST protection and support committees. These reports emphasize the institution's enduring dedication to fostering a supportive and conducive educational environment.

Annual Report of Anti-Ragging Committee

Little Flower Degree College (LFDC) is committed to promptly addressing and resolving student concerns, including cases of ragging, through a transparent mechanism ensuring timely resolution of grievances. Presented here is a report outlining the annual number of grievances addressed by the institution.

Reporting Period: Academic year 2018-2019

No grievances related to ragging were reported in the year.

Reporting Period: Academic year 2019-2020

No grievances related to ragging were reported in the year.

Reporting Period: Academic year 2020-2021

No grievances related to ragging were reported in the year.

Reporting Period: Academic year 2021-2022

No grievances related to ragging were reported in the year.

Reporting Period: Academic year 2022-2023

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No grievances related to ragging were reported in the year.

Little Flower Degree College (LFDC) is pleased to declare that no student grievances were registered throughout the evaluation period spanning five academic years. This highlights the institution's commitment to fostering a positive and supportive educational environment for all students.

Annual Report of Internal Complaints Committee

Little Flower Degree College (LFDC) maintains its steadfast commitment to promptly addressing student grievances, including cases of sexual harassment, through a transparent process. Enclosed below is a report outlining the annual tally of grievances handled by the institution.

Reporting Period: Academic year 2018-2019

No grievances related to sexual harassment were reported in the year.

Reporting Period: Academic year 2019-2020

No grievances related to sexual harassment were reported in the year.

Reporting Period: Academic year 2020-2021

No grievances related to sexual harassment were reported in the year.

Reporting Period: Academic year 2021-2022

No grievances related to sexual harassment were reported in the year.

Reporting Period: Academic year 2022-2023

No grievances related to sexual harassment were reported in the year.

Little Flower Degree College (LFDC) is delighted to share that there were no reports of sexual harassment during the five-year evaluation period. This reaffirms the institution's commitment to nurturing a positive and supportive educational environment for every student.

Annual Report of SC/ST protection and support committee

Utilizing an open and transparent process to promptly handle student grievances, including those related to SC/ST cases, Little Flower Degree College (LFDC) continues to demonstrate an unwavering commitment to resolving such issues promptly. Below is a report providing an overview of the annual count of grievances addressed by the institution.

Reporting Period: Academic year 2018-2019

No grievances related to SC/ST were reported in the year.

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Reporting Period: Academic year 2019-2020

No grievances related to SC/ ST were reported in the year.

Reporting Period: Academic year 2020-2021

No grievances related to SC / ST were reported in the year.

Reporting Period: Academic year 2021-2022

No grievances related to SC/ ST were reported in the year.

Reporting Period: Academic year 2022-2023

No grievances related to SC/ ST were reported in the year.

Little Flower Degree College (LFDC) is proud to declare that no student grievances pertaining to SC/ST harassment cases were registered throughout the five-year period. This underscores the institution's steadfast dedication to fostering a positive and supportive educational atmosphere for all students.

Over the past five years, LFDC has not encountered any instances of insubordination. Moreover, any minor incidents of indiscipline that did arise were effectively managed by established procedures.

In summary, LFDC demonstrates unwavering commitment to student welfare by upholding transparent grievance mechanisms. The absence of reported cases across the annual reports of the Anti-Ragging Committee, Anti-Sexual Harassment Committee, and the SC/ST protection and support committee throughout the past five academic years underscores the institution's dedication to creating a safe and supportive learning environment for all students.

Overall Conclusion:

Little Flower Degree College (LFDC) remains firmly committed to student well-being and fostering a positive learning environment through transparent grievance procedures. The establishment of committees such as the Anti-Ragging, Anti-Sexual Harassment, and Anti-SC/ST Harassment underscores the institution's dedication to promptly addressing grievances.

Over the past five years, the absence of reported cases across these committees underscores the college's effectiveness in nurturing a safe and supportive environment. By adhering to regulatory standards and empowering students to voice their concerns, LFDC ensures grievances are promptly and effectively resolved.

In conclusion, the college sets a high standard for student welfare and grievance resolution, showcasing best practices in creating inclusive educational environments.

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