

CRITERION – 5

DVV CLARIFICATION – 14.02.2023 / Metric ID: 5.1.4

Findings of DVV:

Provide Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. Provide Circular/web-link/committee report justifying the objective of the metric Provide Proof of constitution of Internal Complaints / Grievances Committee formation / other committees as per UGC norms for 2021-22.

Response of HEI:

Enclosed Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. Provide Circular/web-link/committee report justifying the objective of the metric Provide Proof of constitution of Internal Complaints / Grievances Committee formation / other committees as per UGC norms for 2021-22.

Enclosed link for Additional document.




DIRECTOR
M.A.M. B-SCHOOL
Siruganur, Trichy-621105



M.A.M B SCHOOL
Siruganur- Trichy-621105
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LINK FOR THE ADDITIONAL INFORMATION

<https://www.mambs.com/wp-content/uploads/2023/01/5.1.4-Website.pdf>

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.

1. Implementation of guidelines of statutory/regulatory bodies

M.A.M. B-SCHOOL has transparent mechanism to resolve the grievances of the students through effective formulation of regulatory bodies. The following regulatory bodies oversee and scrutinize the various forms of issues and does timely redressal of grievances faced by the students.

1. Anti ragging committee
2. Complaints cum redressal committee
3. Prevention of sexual harassment committee




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ANTI RAGGING COMMITTEE

M.A.M.B-SCHOOL Formulated anti ragging committee in order to preserve a culture of ragging free environment at the institute.

Objectives:

1. To make aware of students on de-humanizing effect of ragging and prevent its occurrence and recurrence
2. To continuously watch and generate a disciplined environment by emphasizing a message stating that no act of ragging shall be tolerated and shall not go unnoticed and also unpunished




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MAMBS
M.A.M. BUSINESS
SCHOOL

Anti-Ragging Committee

2021-2022

Sl. No	Name	Position	Category	Present Designation / Occupation
1	Dr. Hemalatha M	Chairman	Director / Director	Director
2	Mr. Raja.R	Member	Police Department	Inspector
3	Mr. Murugesan .	Member	Revenue/Taluk/Civil / Officers	Thasildhar
4	Mrs. Rani Muralidharan M	Member	Official of NGO	Official of NGO
6	Dr. Karthika R	Member	Representatives of parents	Professor
7	Mrs. Surya M	Member	Representatives of Students	Assistant Professor
8	Mr. Senthil kumar S	Member	Representatives of Students	Assistant Professor




DIRECTOR
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COMPLAINTS CUM REDRESSAL COMMITTEE

M.A.M.B-SCHOOL Established complaints cum redressal committee with the intention to deal with various complex situations in an effective manner in order to lessen the condition felt to be dissatisfied or oppressive. The students are actively encouraged by frankly expressing their grievances without any fear of being victimized.

Objectives:

1. To properly analyze the various issues faced by the students, investigate the reasons of dissatisfaction and provide speedy resolution to the problem.
2. To take appropriate actions and ensure all the promises are kept safely and confidentially.




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COMPLAINTS CUM REDRESSAL COMMITTEE 2021-2022

Sl.No.	Name	Category	Present Designation/ Occupation	Mobile Numbers	Email id
1	Dr. Hemalatha M	Chairman	Director	8220727888	director@mambs.com
2	Dr. Karthika R	Lady Member	Associate Professor	9994712609	karthika@mambs.com
3	Mr. Anburaj A	Member	Assistant Professor	9629796530	anburaj@mambs.com
4	Mrs. Surya M	Lady Member	Assistant Professor	8754103105	surya@mambs.com
5	Mr. Senthil Kumar S	Member	Assistant Professor	7373943394	senthilkumar@mambs.com





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PREVENTION OF SEXUAL HARASSMENT COMMITTEE (POSH)

Prevention of sexual harassment established with aim of sensitizing both the students and staff members by working diligently to prevent sexual harassment at the institute. The Prevention of sexual harassment (POSH) Club at M.A.M.B-SCHOOL deals with all the complaints and take appropriate disciplinary actions that are initiated by the POSH club members in ordinance to the rules and regulation of the institute.

Objectives:

1. To prevent sexual harassment of women at the institute.
2. To conduct more number of programmes periodically that covers gender sensitivity, women empowerment etc.
3. To provide congenial and conducive atmosphere for women.



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PREVENTION OF SEXUAL HARRASMENT COMMITTEE 2021-2022

Sl.No.	Name	Category	Present Designation/ Occupation	Mobile Numbers	Email id
1	Dr. Hemalatha M	Chairman	Director	8220727888	director@mambs.com
2	Dr. Karthika R	Lady Member	Professor	9994712609	karthika@mambs.com
3	Mrs. Surya M	Lady Member	Assistant Professor	8754103105	surya@mambs.com
4	Mr. Anburaj A	Member	Assistant Professor	9629796530	anburaj@mambs.com
5	Mr. Senthil Kumar S	Member	Assistant Professor	7373943394	senthilkumar@mambs.com



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M.A.M.B-SCHOOL framed regulatory bodies for redressal of student's grievances and following guidelines are formulated and implemented

1. Students shall approach the committee members and openly inform about their grievances
The committee resolve the students grievances in a timely amicable manner.
2. It is agreed by the committee members to receive the grievances through online and offline mode
3. Students who wish to convey their grievances offline, will put the same in "**complaints box**" kept at the institute.
4. Students who prefer to inform their grievances online will mail the same to **complaints@mambs.com.**
5. The grievances redressal committee systematically investigate, analyze and redress the grievances within a week



2. Organisation wide awareness and undertakings on policies with zero tolerance

M.A.M. B-SCHOOL strictly adhere ant ragging guidelines as per UGC Norms. The students are well informed about anti ragging policies and its guidelines through the displays put a various place in our institute. In consideration of the above, the institute periodically organizes programmes that focus on prevention of sexual harassment, anti-ragging menaces, Guidelines on safety measures etc., by inviting lawyers, Doctors, psychologists etc.





M.A.M. B-SCHOOL

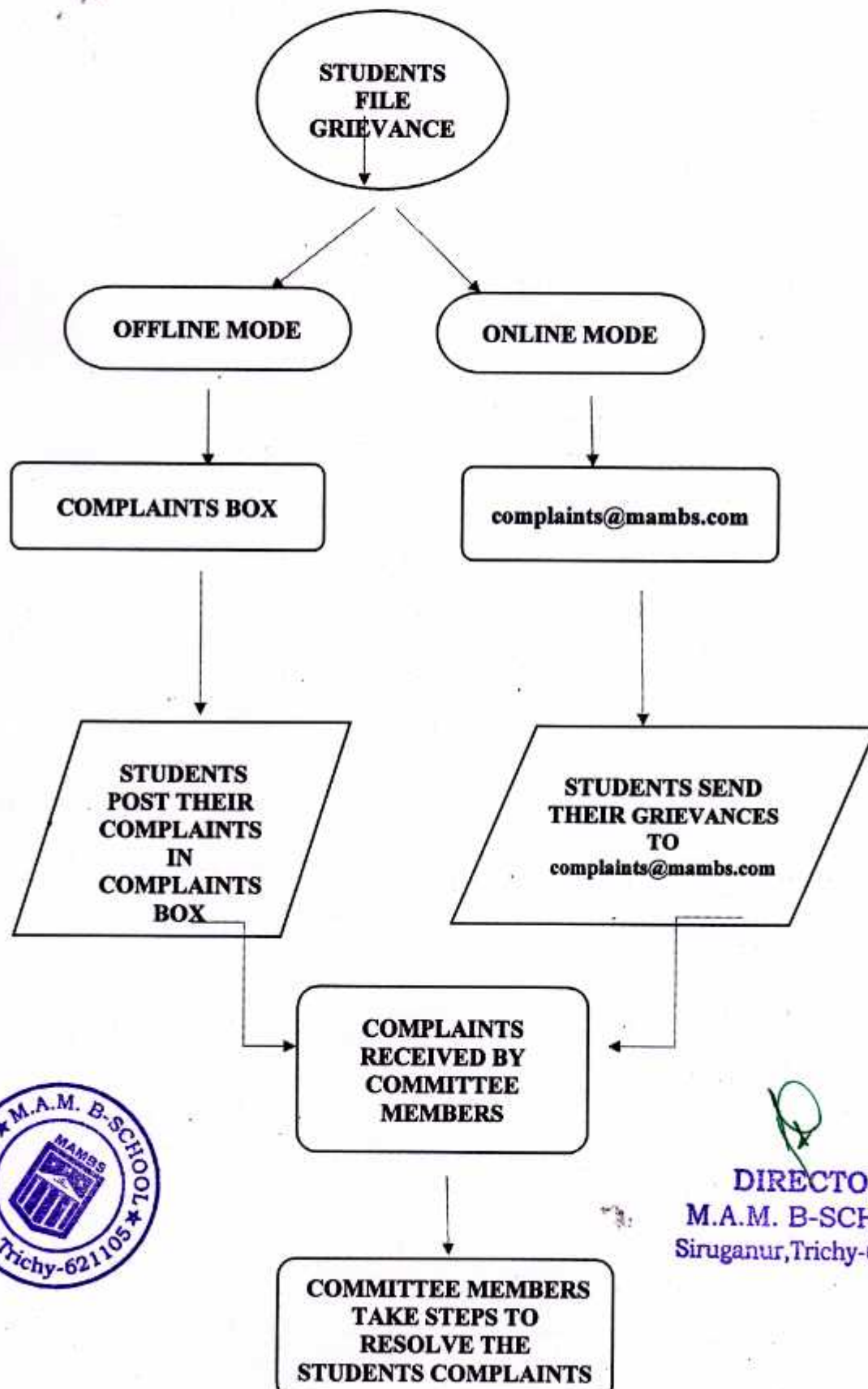
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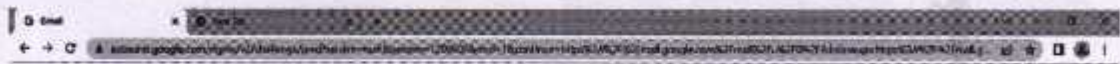


M.A.M. BUSINESS SCHOOL

3. Mechanisms for submission of online/offline students' grievances




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Google

Hi Complaints

complaints@mambs.com

Enter your password

password

☐ Show password

Forgot password?

Next

English (United States) Help Privacy Terms



Google

Hi Complaints

complaints@mambs.com

Enter your password

password

☐ Show password

Forgot password?

Next

English (United States) Help Privacy Terms



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M.A.M. BUSINESS
SCHOOL

4. Timely redressal of the grievances through appropriate committee

The Grievance Redressal Committee is hereby constituted with the following members. All the committee members are informed to participate actively in solving the Grievances and create a quiet, peaceful student learning environment and also for the smooth functioning of the college. Committee will review the complaints and also resolve the issues within a week from the date of receipt of complaints.





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M.A.M. B-SCHOOL Periodically receives grievances/complaints regarding the infrastructure development from both faculty members as well as students. There is a formal mechanism of receiving the grievances in the form letter from complaints box and the same is discussed in director office with the grievances committee members based on request of approval the necessary action will be taken accordingly in due course



CIRCULAR



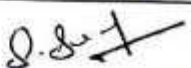
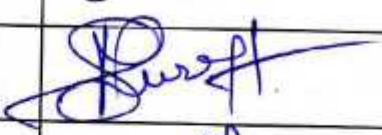

Date : 20-09-2021

Venue: Director Office

The grievance redressal meeting is scheduled on 24-09-2021 Thursday at 12.30 pm .All the members of grievance redressal committee are in informed the meeting without fail

This is for your kind information and record

Thanking you

S.No	Name	Position	Signature
1	Dr.Hemalatha.M	Director	
2	Dr.Karthika.R	Professor	
3	Mr.Senthil Kumar.S	Assistant professor	
4	Mrs.Surya.M	Assistant professor	
5	Mr.Anburaj.S	Assistant professor	


Director

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MINUTES OF THE MEETING

24-09-2021

1. The chairman of grievance redressal committee welcomed all the members for the meeting
2. The members discussed about the followings:
 - 2.1 formal mechanism


The receiving the grievances /complaints from the students was agreed by all the members.

- 2.2 Complaints box to be kept at the institute and the same was accepted by the grievance redressal committee members.

MEMBERS PRESENT

S.No	Name	Position	Signature
1	Dr.Hemalatha.M	Director	
2	Dr.Karthika.R	Professor	
3	Mr.Senthil Kumar.S	Assistant professor	
4	Mrs.Surya.M	Assistant professor	
5	Mr.Anburaj.S	Assistant professor	




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Director



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CIRCULAR


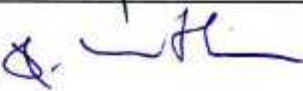

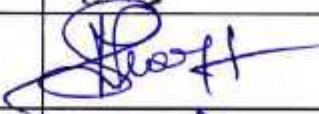
Date: 24-10-2022

Venue: Director Office

The grievance redressal meeting is scheduled on 25-10-2022 Monday at 12.30 pm. All the members of grievance redressal committee are informed the meeting without fail

This is for your kind information and record

Thanking you

S.No	Name	Position	Signature
1	Dr.Hemalatha.M	Director	
2	Dr.Karthika.R	Professor	
3	Mr.Senthil Kumar.S	Assistant professor	
4	Mrs.Surya.M	Assistant professor	
5	Mr.Anburaj.S	Assistant professor	


Director
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MINUTES OF THE MEETING

25-10-2022

1. The chairman of grievance redressal committee welcomed all the members for the meeting

2. The members discussed about the followings:

2.1 formal mechanism

The receiving the grievances /complaints from the faculty members was agreed by all the members.

2.2 Complaints box to be kept at the institute and the same was accepted by the grievance redressal committee members.

MEMBERS PRESENT

S.No	Name	Position	Signature
1	Dr.Hemalatha.M	Director	
2	Dr.Karthika.R	Professor	
3	Mr.Senthil Kumar.S	Assistant professor	
4	Mrs.Surya.M	Assistant professor	
5	Mr.Anburaj.S	Assistant professor	



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M.A.M. B-SCHOOL
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25/10/22
Director

Students have portrayed in disciplinary behavior in terms of their usage of words and unlawful etiquettes 'during the program. Committee members have enquired the students and figured out liquor consumption in the event. Owing to misbehavior inside the college campus the following students are suspended for 10 days with effect from 15-12-2022.

- | | |
|--------------------|---------------------|
| 1. R. Aravind Raj | - I MBA - A Section |
| 2. M. Madhan Kumar | - I MBA - B Section |
| 3. S. Mahendran | - I MBA - B Section |
| 4. V. Madhavan | - IMBA - B Section |

Encl: MAMBS/Disc, Action/2022-23/29





M.A.M. B-SCHOOL
Siruganur, Trichy - 621 105



PROCEEDINGS OF THE Director,
PRESENT: Dr. M.Hemalatha

MAMBS/Disc, Action /2022-23/29

Date: 15.12.2022

SUSPENSION ORDER

Owing to misbehavior inside the college campus, the following students are suspended from the college for 10 days with immediate effect pending enquiry.

- | | |
|-------------------|--------------------------|
| 1. R.Aravind Raj | - 1 yr - MBA - A Section |
| 2. M.Madhan Kumar | - 1 yr - MBA - B Section |
| 3. S.Mahendran | - 1 yr - MBA - B Section |
| 4. V.Madhavan | - 1 yr - MBA - B Section |

To

The above students - Through CCs
Committee members

Cc Registrar / MASTeR GI

Hemalatha
Director
DIRECTOR
M.A.M. B-School
Trichy-621105.



15
DIRECTOR
M.A.M. B-SCHOOL
Siruganur, Trichy-621105



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M.A.M. B-SCHOOL

Date: 28.12.2022

MINUTES OF THE ENQUIRY

First Year MBA Student V.Madhavan (2022-2024) Section "B" owing to the consumption of the liquor on 10.12.2022 during the college hours. Hence he suspended from the college from (18.12.2022 to 27.12.2022) 10 days. He appeared before the enquiry Committee on 28.12.2022 with his Mother (V.Nagalakshmi). The committee enquired and explained the cause and consequences of his misbehavior with his parents and if he involved in any misbehaving activities thereafter without any further enquiry and he will be expelled from the college. His (V.Madhavan) mother accepted the committee statement. The committee member communicated his father (7708142403) through phone and informed about the reason for suspension. Based on his own statement and parent's commitment, the committee decided to revoke the suspension and permitted him to continue his further study.


Director

Committee Members:

Dr.M.Hemalatha- Director

Dr.R.Karthika- Professor

Mr.S.Senthilkumar- Asst.Professor

Ms.M.Surya- Asst.Professor

Mr.A.Anburaj-Asst.Professor



V. Nagalakshmi
28/12/2022

V. Madhavan
28/12/22



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MAESTRO
GROUP OF
INSTITUTIONS

Date: 28.12.2022

MINUTES OF THE ENQUIRY

First Year MBA Student V.Madhavan (2022-2024) Section "B" owing to the consumption of the liquor on 10.12.2022 during the college hours. Hence he suspended from the college from (18.12.2022 to 27.12.2022) 10 days. He appeared before the enquiry Committee on 28.12.2022 with his Mother (V.Nagalakshmi). The committee enquired and explained the cause and consequences of his misbehavior with his parents and if he involved in any misbehaving activities thereafter without any further enquiry and he will be expelled from the college. His (V.Madhavan) mother accepted the committee statement. The committee member communicated his father (7708142403) through phone and informed about the reason for suspension. Based on his own statement and parent's commitment, the committee decided to revoke the suspension and permitted him to continue his further study.


Director

Committee Members:

Dr.M.Hemalatha- Director

Dr.R.Karthika- Professor

Mr.S.Senthilkumar- Asst.Professor

Ms.M.Surya- Asst.Professor

Mr.A.Anburaj-Asst.Professor

V.Nagalakshmi
28/12/2022



V.Madhavan
28/12/2022



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M.A.M. B-SCHOOL

Date: 28.12.2022

MINUTES OF THE ENQUIRY

First Year MBA Student S.Mahendran (2022-2024) Section "B" owing to the consumption of the liquor on 10.12.2022 during the college hours. Hence he suspended from the college from (18.12.2022 to 27.12.2022) 10 days. He appeared before the enquiry Committee on 28.12.2022 with his father (R.Stalin). The committee enquired and explained the cause and consequences of his misbehavior with his parents and if he involved in any misbehaving activities thereafter without any further enquiry and he will be expelled from the college. His (S.Mahendran) father accepted the committee statement. Based on his own statement and parent's commitment, the committee decided to revoke the suspension and permitted him to continue his further study.


Director

Committee Members:

Dr.M.Hemalatha- Director

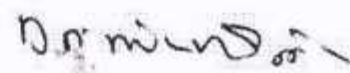
Dr.R.Karthika- Professor

Mr.S.Senthilkumar- Asst.Professor

Ms.M.Surya- Asst.Professor

Mr.A.Anburaj-Asst.Professor





S. Mahendran



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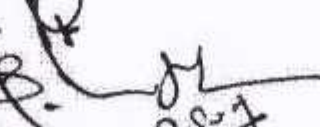
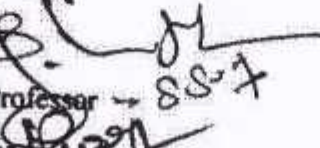
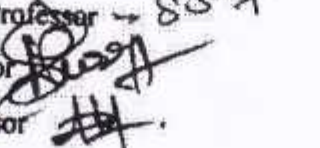


Date: 28.12.2022

MINUTES OF THE ENQUIRY

First Year MBA Student R.AravindRaj (2022-2024) Section "A" owing to the consumption of the liquor on 10.12.2022 during the college hours. Hence he suspended from the college from (18.12.2022 to 27.12.2022) 10 days. He appeared before the enquiry Committee on 28.12.2022 with his father (E.Rajendran). The committee enquired and explained the cause and consequences of his misbehavior with his parents and if he involved in any misbehaving activities thereafter without any further enquiry and he will be expelled from the college. His (R.AravindRaj) father accepted the committee statement. Based on his own statement and parent's commitment, the committee decided to revoke the suspension and permitted him to continue his further study.


Director

Committee Members:

Dr.M.Hemalatha- Director 
Dr.R.Karthika- Professor 
Mr.S.Senthilkumar- Asst.Professor 
Ms.M.Surya- Asst.Professor 
Mr.A.Anburaj-Asst.Professor 



E. Rajendran
R. Aravind Raj



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Date: 28.12.2022

MINUTES OF THE ENQUIRY

First Year MBA Student M.Madhan Kumar (2022-2024) Section "B" owing to the consumption of the liquor on 10.12.2022 during the college hours. Hence he suspended from the college from (18.12.2022 to 27.12.2022) 10 days. He appeared before the enquiry Committee on 28.12.2022 with his father (M.Murugesan). The committee enquired and explained the cause and consequences of his misbehavior with his parents and if he involved in any misbehaving activities thereafter without any further enquiry and he will be expelled from the college. His (M.Madhan Kumar) father accepted the committee statement. Based on his own statement and parent's commitment, the committee decided to revoke the suspension and permitted him to continue his further study.


Director

Committee Members:

Dr.M.Hemalatha- Director


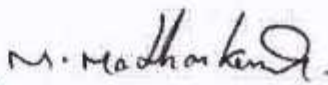
Dr.R.Karthika- Professor

Mr.S.Senthilkumar- Asst.Professor

Ms.M.Surya- Asst.Professor

Mr.A.Anburaj-Asst.Professor





DIRECTOR
M.A.M. B-SCHOOL
Siruganur, Trichy-621105

Compose

Inbox

Starred

Snapped

Sent

Drafts

More

Labels

Requesting for new curtains in our classroom.

External subject



SANTHOSH KUMAR B. santhoshb@gmail.com
to me

Respected madam/sir, this is santhosh (1st MBA).
We want new curtains. Because, the old curtain was currently damaged.

Approved

Noted

Rejected your mail.

Reply

Forward



*Forward to Dr. Karthiga
for Action*

[Signature]



Complaints MAMBS <complaints@mambs.com>

Requesting for new curtains in our classroom.

3 messages

SANTHOSH KUMAR R <skravi0107@gmail.com>

To: "complaints@mambs.com" <complaints@mambs.com>

Fri, Dec 23, 2022 at 3:10 PM

Respected madam/sir, This is santhosh (1st MBA) ...
We want new curtains. Because, the old curtain was currently damaged.

Complaints MAMBS <complaints@mambs.com>

To: SANTHOSH KUMAR R <skravi0107@gmail.com>

Tue, Dec 27, 2022 at 4:46 PM

Dear SANTHOSH

We will consider your needs as soon as we replace the curtains.

On Fri, Dec 23, 2022 at 3:10 PM SANTHOSH KUMAR R <skravi0107@gmail.com> wrote:

Respected madam/sir, This is santhosh (1st MBA) ...
We want new curtains. Because, the old curtain was currently damaged.

Complaints MAMBS <complaints@mambs.com>

To: SANTHOSH KUMAR R <skravi0107@gmail.com>

Tue, Dec 27, 2022 at 4:48 PM

We will consider your needs as soon as we replace the curtains.

Thanks and Regards

Dr.P.Karthika

Professor

Grievance Committee cell

M.A.M. B SCHOOL

TRICHY.

complaints@mambs.com

On Tue, Dec 27, 2022 at 4:46 PM Complaints MAMBS <complaints@mambs.com> wrote:

Dear SANTHOSH

We will consider your needs as soon as we replace the curtains.

On Fri, Dec 23, 2022 at 3:10 PM SANTHOSH KUMAR R <skravi0107@gmail.com> wrote:

Respected madam/sir, This is santhosh (1st MBA) ...
We want new curtains. Because, the old curtain was currently damaged.





Gmail

Search in mail

55

Mail

Compose

Chat

Inbox

Spaces

Starred

Snoozed

Meet

Sent

Drafts

More

Labels

Regarding replacement of Dustbin External Inbox

Dec 24



Vallabheswari Parthasarathy vallaperit5@gmail.com
11:11

Dear Madam/Sir,

I'm Vallabheswari from MAMBS. I've noticed that Dustbin was broken in our restroom. So, kindly replace new bin.
Thank you



Complaints MAMBS

11:11

Dear Vallabheswari,

We will rectify this within a week.

Thanks & Regards,

Dr.P.KARTHIKA

Professor

Grievance Committee Cell

M.A.M. B SCHOOL

TRICHY

complaints@mambs.com

Reply

Forward



Undo



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M.A.M. BUSINESS
SCHOOL

CIRCULAR




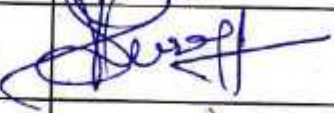

Date : 26-12-2022

Venue: Director Office

The grievance redressal meeting is scheduled on 28-12-2022 Monday at 3.30 pm .All the members of grievance redressal committee are in informed the meeting without fail

This is for your kind information and record

Thanking you

S.No	Name	Position	Signature
1	Dr.Hemalatha.M	Director	
2	Dr.Karthika.R	Professor	
3	Mr.Senthil Kumar.S	Assistant professor	
4	Mrs.Surya.M	Assistant professor	
5	Mr.Anburaj.S	Assistant professor	



Director

DIRECTOR

M.A.M. B-SCHOOL
Siruganur, Trichy-621105

MINUTES OF THE MEETING




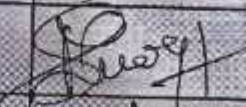
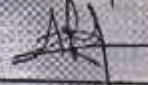
28-12-2022


1. The chairman of grievance redressal committee welcomed all the members for the meeting.
2. The members discussed about the followings:
 - 2.1 formal mechanism

The receiving the grievances /complaints from the students was agreed by all the members.

- 2.2 complaints box to be kept at the institute and the same was accepted by the grievance redressal committee members.

MEMBERS PRESENT:

S.No	Name	Position	Signature
1	Dr.Hemalatha.M	Director	
2	Dr.Karthika.R	Professor	
3	Mr.Senthil Kumar.S	Assistant professor	
4	Mrs.Surya.M	Assistant professor	
5	Mr.Anburaj.S	Assistant professor	


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