



**Dr. S. R. Chandrasekhar Institute of Speech and Hearing**  
**(A unit of Bangalore Speech and Hearing Trust)**  
**(A Project of LIONS Club Bangalore East)**

**Hennur road, Lingarajpuram, Bangalore - 560 084.**

**Ph: 080-25460405/25470037/25468470 Mobile : +91-8861787315**

**Email: [dr.srcish@gmail.com](mailto:dr.srcish@gmail.com) Web: [www.speechear.org](http://www.speechear.org)**

**B++ accreditation by NACC**

---

**Specific facility provided for women**

<b>a. Safety and security</b>
<ol style="list-style-type: none"><li>1. Security Guard photo</li><li>2. CCTV</li><li>3. Fire Extinguisher</li></ol>
<b>b. Counselling</b>
<ol style="list-style-type: none"><li>1. Anti Ragging Committee –SOP</li><li>2. Grievance Redressal Committee-SOP</li><li>3. Internal Complaint Committee (POSH).</li><li>4. Women Empowerment committee-SOP</li></ol>
<b>c. Common Rooms</b>
<ol style="list-style-type: none"><li>1. Staff Room</li><li>2. Multi-purpose hall</li><li>3. Cafeteria</li><li>4. Resting space</li></ol>

Specific facilities provided for women

a. Safety and Security



**In-house full time security guard**



**Bengaluru, Karnataka, India**  
M-74, Hbr Layout Stage 1, Kadugondanahalli, Bengaluru, Karnataka  
560045, India  
Lat 13.014396°  
Long 77.626878°  
04/09/24 10:38 AM GMT +05:30

**Security Guard**



**Bengaluru, Karnataka, India**  
THULASI PHARMACY, DR. CHANDRASHEKAR SPEECH AND HEARING HOSPITAL,  
Hennur Main Rd, 1st Stage, Lingarajapuram, Bengaluru, Karnataka 560084, India  
Lat 13.014291°  
Long 77.626658°  
04/09/24 11:04 AM GMT +05:30

**CCTV surveillance**



**CCTV surveillance**



**Fire extinguishers**





Sep 5, 2024 1:06:53 PM  
Hennur Main Road  
Lingarajapuram  
Bangaluru  
Bangalore Division  
Karnataka

**Fire extinguishers**

## B. Counselling

### 1. Anti Ragging Committe- SOP



**Dr. S. R. Chandrasekhar Institute of Speech & Hearing**  
(A Project of Lions club of Bangalore East)  
Hennur Main Road, Bangalore - 560 084.  
Tel: 080-25460405/25470037/25468470 Fax: 080-25467829  
Email-dr.srcish@gmail.com Web:www.speechhear.org

---

**Criterion V –Anti ragging Standard operating procedures**

Ragging is a criminal offence and is governed by the Anti-ragging code of the UGC. The Institute is firm in ensuring the UGC framed guidelines on prohibition, prevention and elimination of ragging on campus.

As per the order of the Supreme Court of India and subsequent Notification from the University Grants Commission (UGC), ragging constitutes one or more of any intentions by any student or group of students on:-

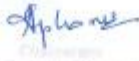
1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts the Regular Academic Activity.
3. Any activity which is likely to cause annoyance, hardship, Psychological Harm or create Fear or Apprehension.
4. Any Act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.
7. Any Act of injury or infringement of the fundamental right to human dignity.
8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

**Objectives:**

- To ensure a ragging free environment both in college and hostel
- Create awareness among students about the actions that can be taken against those indulging in ragging
- Provide the contact number of the person whom they can complain

**Punishment to those found guilty**  
Any student or group of students found guilty of ragging on the campus or hostel shall be liable to one or more of the following punishments

1. Debarring from appearing in any sessional test / University Examination
2. Suspension from attending classes and academic privileges
3. Withdrawing scholarships and other benefits
4. Suspension from the college
5. Cancellation of the admission
6. Withholding the results.





Anti-Ragging Committee  
Dr. S. R. Chandrasekhar Institute of  
Speech and Hearing  
Hennur Main Road, Bangalore, India

### SOP- Anti Ragging Committee



## 2. Grievance Redressal Committee-SOP



**Dr. S.R. Chandrasekhar Institute of Speech and Hearing**

**Grievance Redressal Committee**

**Goal:**  
The goal of the committee is to ensure maintenance of a harmonious environment for learning.

**Members:**  
The Grievance Redressal Committee consists of the following members



1. Chairperson: Ms. Deborah Athaide
2. Member: Ms. Teja Dessai
3. Member: Ms. Prajna Kodgi Udupa
4. P.G. Student: Ms. Khushi Jain (1<sup>st</sup> M.Sc – Speech)
5. U.G. Student: Mr. Tanmay (2<sup>nd</sup> BASLP)

**Objectives:**

- To ensure that grievances of students, all faculty (technical and non-technical staff) are allowed to be expressed.
- To address grievances in a manner that is ethical, just, fair, and within the frame-work of the rules and regulations of the institute
- To redress grievances promptly.
- To ensure effective, sensitive, and confidential communication between all involved

**Definition**  
A grievance is a real or imagined cause for complaint. Grievances are adapted from clause 3(h) of the gazette notification F.No. 14-4/2012(CPP-II) dated May, 2019 of the UGC regulations and include the following.

1. Admission- related
2. Amenities-related
3. Administrative -related
3. Non-transparent or unfair practices for the evaluation of students
4. Related to quality of education (theory and clinical)
5. Harassment or victimization



**Dr. S.R. Chandrasekhar Institute of Speech and Hearing**

**Standard Operating Procedures:**

- Anyone with a genuine grievance may submit it to the committee in any of the following ways:
  - Written grievances may be dropped into the grievance boxes placed in the washrooms on the third floor.
  - Grievances may be submitted via email: [grievanceredressal.srclsh@gmail.com](mailto:grievanceredressal.srclsh@gmail.com)
  - Grievances may be submitted via a Google form. This form does not require email addresses and will therefore be anonymous. Link to Google form: <https://forms.gle/dP9a2yP7553H1A67>
  - Grievances may be expressed in quarterly grievance redressal meetings held by the committee members
- The staff members of the grievance redressal committee will meet at least once in two months. The grievance box, email inbox, Google form, and letters received in-person will be opened during this meeting.

**Grievance Redressal Mechanism**

- The Grievance Redressal Committee will address the submitted grievances in the following manner:
  - The received grievances will be shared either verbally or via email with the Deputy Director – Academics (DDA)/Principal. Grievances will be discussed with other authorities as per the discretion of DDA, if their action/advice is required.
  - The merit of the received grievances will be judged.
  - The causes of the grievances, resolution progress, action-plans for the same will be discussed.
  - As far as possible, positive, friendly ways to resolve the grievances will be used, rather than punitive steps.
  - The committee and authorities will act impartially and try to resolve matters as amicably as possible.
  - The committee will strive to address grievances within a period of 15 days. Urgent grievances will be addressed on priority basis.
- The committee will follow documentation of the procedures and of all necessary steps taken to resolve grievances. The committee will maintain a register of grievances, steps taken to address grievances, and meetings conducted by the committee.
- Action taken on received grievances shall be reported to complainant (if known) and Principal.
- Reports will be submitted to Internal Quality Assurance Cell along with supporting documents.

**Outcome:** Maintenance of a harmonious environment for student learning.

## Grievance Redressal Committee-SOP

### 3. Internal Complaint Committee (POSH).

**Dr. S.R. Chandrasekhar Institute of Speech and Hearing**  
(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)

(Affiliated to Bangalore North University, Recognized by Rehabilitation Council of India, New Delhi and NAAC Accredited)  
Henmur Road, Lingarajapuram, Bengaluru-560084  
• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315  
• E-mail: dr.srctsh@gmail.com / college.srctsh@gmail.com • Web: www.speechhear.org

**Standard Operating Procedure (SOP) of the Internal Complaints Committee (ICC) for Prevention of Sexual Harassment(POSH).**

**1. Objective**

To establish a structured process for preventing and addressing sexual harassment within the organization, ensuring a safe and respectful work environment.

**2. Scope**

This SOP applies to all employees, interns, contractors, and visitors.

**3. Definitions**

- Sexual Harassment:** Includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Complainant:** The person who complains of sexual harassment.
- Respondent:** The person against whom the complaint is made.
- ICC:** Internal Complaints Committee, responsible for handling complaints related to sexual harassment.

**4. Formation of the ICC**

- The ICC should consist of:
  - A Chairperson/Presiding Officer.
  - At least two members, from among employees, committed to the cause of women or who have had experience in social work or have legal knowledge.
  - One external member from an NGO or association committed to the cause of women or familiar with issues relating to sexual harassment.
  - One male member from the organization.

**5. Roles and Responsibilities**

- Chairperson:** Lead the committee, oversee investigations, and ensure timely resolution of complaints.
- Members:** Assist in investigations, maintain confidentiality, support the complainant and respondent, and participate in decision-making.
- External Member:** Provide an independent perspective and ensure adherence to legal and ethical standards.

1

Sop of

**Dr. S.R. Chandrasekhar Institute of Speech and Hearing**  
(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)

(Affiliated to Bangalore North University, Recognized by Rehabilitation Council of India, New Delhi and NAAC Accredited)  
Henmur Road, Lingarajapuram, Bengaluru-560084  
• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315  
• E-mail: dr.srctsh@gmail.com / college.srctsh@gmail.com • Web: www.speechhear.org

**6. Complaint Lodging Procedure**

- Complaints can be made in writing or electronically to any ICC member.
- The complaint should contain details of the incident(s), names of witnesses, and any supporting documents.
- Anonymous complaints should be handled with due consideration but may have limitations in investigation.

**7. Initial Response**

- Acknowledge receipt of the complaint within 3 working days.
- Inform the complainant of their rights, the procedures, and the expected timeline.
- Conduct a preliminary assessment to determine the need for immediate interim measures.

**8. Investigation Process**

- Form an investigation team from ICC members, which should consist of external member, male member & chairperson. It should not be more than four members in the committee.
- Inform both the complainant and the respondent of the investigation process.
- Collect all relevant evidence, including documents and witness statements.
- Conduct interviews with the complainant, respondent, and witnesses separately.
- Maintain confidentiality throughout the process.

**9. Interim Measures**

- If necessary, implement interim measures to ensure the safety and well-being of the complainant, such as changing work assignments or providing leave.

2

**Dr. S.R. Chandrasekhar Institute of Speech and Hearing**  
(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)

(Affiliated to Bangalore North University, Recognized by Rehabilitation Council of India, New Delhi and NAAC Accredited)  
Henmur Road, Lingarajapuram, Bengaluru-560084  
• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315  
• E-mail: dr.srctsh@gmail.com / college.srctsh@gmail.com • Web: www.speechhear.org

**10. Report and Recommendations**

- The investigation should be completed within 90 days of receiving the complaint.
- Prepare a detailed report with findings and recommendations.
- Share the report with the complainant and respondent, and seek their feedback.

**11. Decision and Action**

- Based on the ICC's recommendations, the organization's management will decide on the appropriate action.
- Actions may include counseling, written apology, warning, reprimand, suspension, termination, or legal action.
- Communicate the decision to both the complainant and respondent.

**12. Appeal Process**

- Inform both parties of their right to appeal the decision.
- Appeals must be filed within 30 days of the decision.

**13. Documentation and Record Keeping**

- Maintain a secure and confidential record of all complaints, investigations, and actions taken.
- Records should be kept for at least 3 years.

**14. Confidentiality**

- Ensure that all proceedings, documents, and information are kept confidential.
- Breach of confidentiality by any member will result in disciplinary action.

**15. Training and Awareness**

- Conduct regular training and awareness programs for all employees on sexual harassment, the role of the ICC, and the complaint procedure.
- Ensure new employees are informed about the ICC and the complaint procedure during onboarding.

3

**Dr. S.R. Chandrasekhar Institute of Speech and Hearing**  
(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)

(Affiliated to Bangalore North University, Recognized by Rehabilitation Council of India, New Delhi and NAAC Accredited)  
Henmur Road, Lingarajapuram, Bengaluru-560084  
• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315  
• E-mail: dr.srctsh@gmail.com / college.srctsh@gmail.com • Web: www.speechhear.org

**16. Prevention Initiatives**

- Regularly review workplace policies to prevent sexual harassment.
- Promote a culture of respect and zero tolerance towards harassment.
- Encourage open communication and reporting of any unwelcome behavior without fear of retaliation.

**17. Review and Improvement**

- Conduct annual reviews of the SOP and ICC procedures.
- Incorporate feedback and changes in legislation to improve the process.

This SOP ensures a clear and consistent approach to preventing and addressing sexual harassment in the workplace, aligning with legal requirements and organizational values.

*R. Premalatha*  
DR. R. PREMALATHA  
CHAIRPERSON, INTERNAL COMPLAINTS COMMITTEE  
FOR PREVENTION OF SEXUAL HARASSMENT (POSH)  
DR. SRCTSH  
BANGALORE - 84

**Chairperson**  
Internal Complaints Committee (ICC) for  
Prevention of Sexual Harassment (POSH)  
Dr. S.R. Chandrasekhar Institute of  
Speech and Hearing  
Henmur Main Road, Bangalore - 560084

4

### Internal Complaint Committee (POSH) -SOP

### 4. Women Empowerment committee-SOP

## WOMEN EMPOWERMENT (WE) COMMITTEE

### Office-Bearers

- Ms Sneha Mareen Varghese, Chairperson
- Dr Mercen Rose Babu
- Ms Nikita
- Ms Jayashree

### Student Members

Second Msc Student Representatives

### Goal

To empower women through training and awareness programmes.

### Objectives of WE committee

- To reduce gender gaps and promote gender sensitisation
- To conduct workshops and talks that provide knowledge on financial, emotional, and mental aids to empower women.
- To conduct programs that impart knowledge on rights, social security and legalities for women.

### Standard Operating Protocol

- The WE committee will indent necessary utilities in the beginning of the year and monitor the received stock monthly.
- The WE committee will submit a budget proposal for events to be conducted at the beginning of the year.
- The WE committee will maintain a dedicated register to log activities conducted, to record minutes of meeting, to monitor stock and budget.
- The WE committee will plan a minimum of 2 activities per year and execute them within the allotted budget.

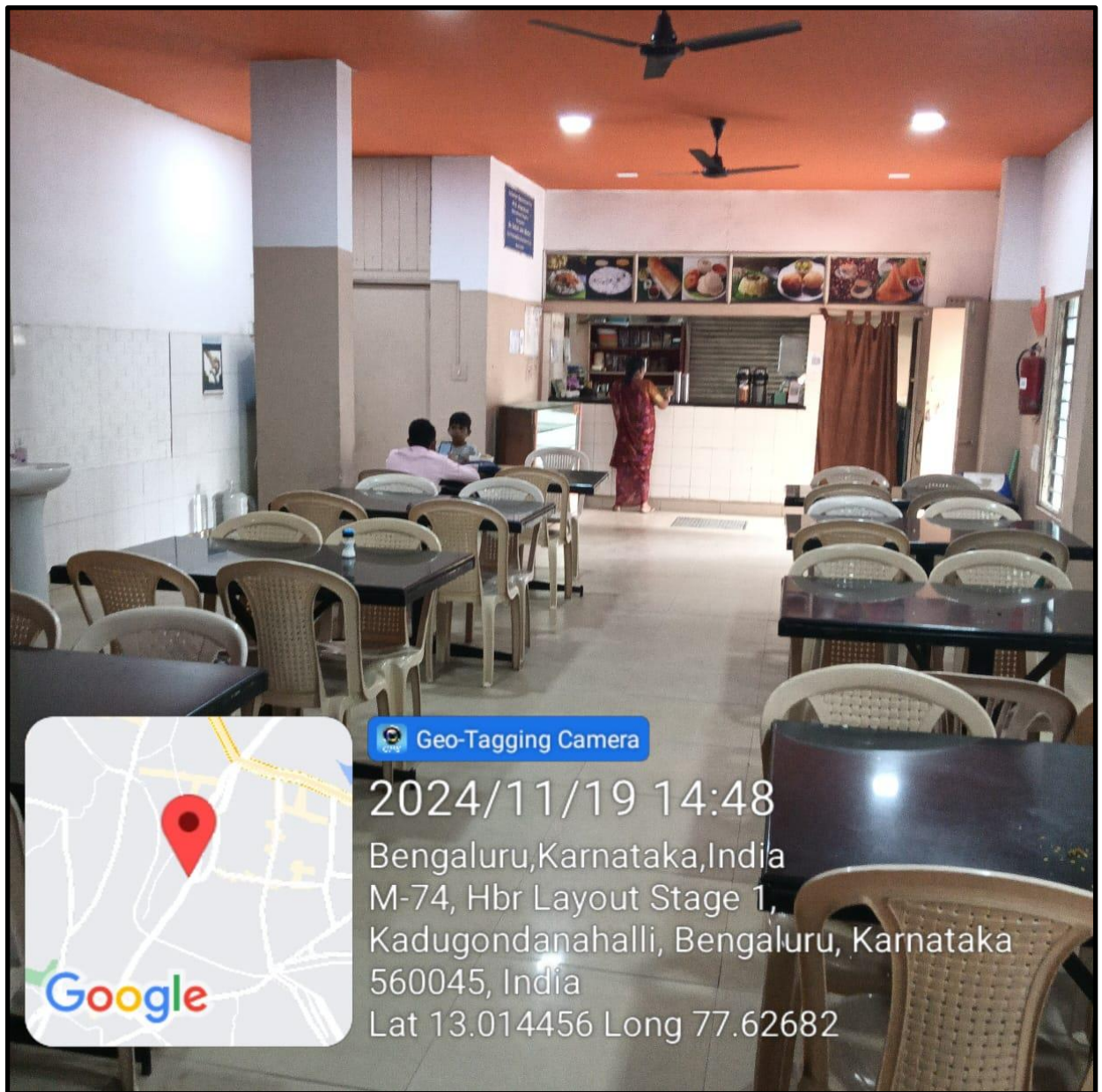
- The WE committee will make the report of any activity conducted within two days of the event and send to IQAC with supplements such as photographs that are geo stamped and time stamped.
- A record of all activities conducted by WE committee shall be maintained digitally/as well as hard copies.
- The WE committee shall formally host a meeting once in every 6 months.
- The quorum for the meeting will be three members.
- All in attendance at the meeting will sign the minutes of the meeting at the end after adjournment.
- All communications from WE committee will be directed to and from an exclusive e-mail ID assigned to the committee.

### Outcome of WE committee

Through various activity initiatives the women empowerment committee expects positive outcomes in terms of reducing gender gaps and ensuring autonomy of women in several aspects ( Eg: Finance, self-defence etc).

## Women Empowerment committee-SOP

## C. Common Rooms



**Canteen**



Sep 5, 2024 3:39:47 PM  
Hennur Main Road  
Lingarajapuram  
Bengaluru  
Bangalore Division  
Karnataka

**Multi-Purpose hall**



**Cafeteria**



**Resting Place**

*Rashmi. g. Bhat*  
Principal  
Dr S R.Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Lingarajapuram  
Bangalore 560084

## WOMEN EMPOWERMENT (WE) COMMITTEE

### Office-Bearers

- Ms Sneha Mareen Varghese, Chairperson
- Dr Mereen Rose Babu
- Ms Nikita
- Ms Jayashree

### Student Members

Second Msc Student Representatives

### Goal

To empower women through training and awareness programmes.

### Objectives of WE committee

- To reduce gender gaps and promote gender sensitisation
- To conduct workshops and talks that provide knowledge on financial, emotional, and mental aids to empower women.
- To conduct programs that impart knowledge on rights, social security and legalities for women.

### Standard Operating Protocol

- The WE committee will indent necessary utilities in the beginning of the year and monitor the received stock monthly.
- The WE committee will submit a budget proposal for events to be conducted at the beginning of the year.
- The WE committee will maintain a dedicated register to log activities conducted, to record minutes of meeting, to monitor stock and budget.
- The WE committee will plan a minimum of 2 activities per year and execute them within the allotted budget.



- The WE committee will make the report of any activity conducted within two days of the event and send to IQAC with supplements such as photographs that are geo stamped and time stamped.
- A record of all activities conducted by WE committee shall be maintained digitally/as well as hard copies.
- The WE committee shall formally host a meeting once in every 6 months.
- The quorum for the meeting will be three members.
- All in attendance at the meeting will sign the minutes of the meeting at the end after adjournment.
- All communications from WE committee will be directed to and from an exclusive e-mail ID assigned to the committee.

#### **Outcome of WE committee**

Through various activity initiatives the women empowerment committee expects positive outcomes in terms of reducing gender gaps and ensuring autonomy of women in several aspects ( Eg: Finance, self-defence etc).



Dr. S R Chandrasekhar Institute of Speech and Hearing  
(A Unit of Bangalore Speech and Hearing)  
(A Project of Lions Club of Bangalore East)  
Hennur Main Road, Bangalore - 560 084.  
Tel: 080-25460405/25470037/25468470 Fax: 080-25467829  
Email: [dr.srcish@gmail.com](mailto:dr.srcish@gmail.com) Web: [www.speechear.org](http://www.speechear.org)  
B++ Accreditation by NAAC



**Women Empowerment Committee (WEC)**  
**Minutes of the meeting conducted on 5/2/24**

**Agenda:**

- 1. Welcoming new student members to the committee**
- 2. Planning talk by Gynecologist – Healthcare for Women**
- 3. Planning of event to be conducted for Upcoming Women’s Day.**

Ms. Sneha Mareen Varghese, Chairperson of the WE committee addressed the members of the WE Committee.

1. A warm welcome was extended to new student members, Ms. Sharon and Ms. Megha, expressing enthusiasm for their participation and contributions to the committee's objectives.
2. The committee discussed the upcoming talk to be conducted for the students and staff on “health care checkups for women” by a gynecologist. The group discussed and agreed upon February 27, 2024 as the date for the health care talk. It will take place from 1:30 to 2:30 at Institute Auditorium. It was decided that all the necessary arrangements for the talk have to be made as the doctor confirms.
3. Ms. Sharon and Ms. Megha were given the responsibility to make a schedule for the event and invite the speaker along with all the information regarding the lecture, such as the date, time, and location.
4. Ms. Arunima was given the responsibility to draft permission letter for availing honorarium for the speaker from the management.
5. The committee brainstormed ideas for the upcoming Women’s Day celebration in March including recognizing and appreciating housekeeping staff and providing appreciation cards for all staff and students. Members were given the opportunity to come up with ideas for the event in the coming days.

Members were given the opportunity to raise any additional matters or concerns. The meeting concluded with Ms. Sneha extending her gratitude to all the members for their attendances.



Dr. S R Chandrasekhar Institute of Speech and Hearing  
(A Unit of Bangalore Speech and Hearing)  
(A Project of Lions Club of Bangalore East)  
Hennur Main Road, Bangalore - 560 084.  
Tel: 080-25460405/25470037/25468470 Fax: 080-25467829  
Email: [dr.srcish@gmail.com](mailto:dr.srcish@gmail.com) Web: [www.speechear.org](http://www.speechear.org)  
B++ Accreditation by NAAC



**Attendees:**

Ms. Sneha Mareen Varghese

Ms. Subhashini D

Ms. Arunima Santhosh

Ms. Sharon

Ms. Megha

*Chairperson*  
Women Empowerment (WE) Committee  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084



Dr. S R Chandrasekhar Institute of Speech and Hearing  
(A Unit of Bangalore Speech and Hearing)  
(A Project of Lions Club of Bangalore East)  
Hennur Main Road, Bangalore - 560 084.

Tel: 080-25460405/25470037/25468470 Fax: 080-25467829

Email: [dr.srceish@gmail.com](mailto:dr.srceish@gmail.com) Web: [www.speechear.org](http://www.speechear.org)

B++ Accreditation by NAAC



**Women Empowerment Committee (WEC)**  
**Minutes of the meeting conducted on 10/11/23**

**Agenda:**

- 1. Acknowledging outgoing members of the committee and welcoming the new member**
- 2. Review of past year events and expenses**
- 3. Planning of events to be conducted in the academic year 2023-24**

Ms. Sneha Mareen Varghese, Chairperson of the WE committee addressed the members of the WE Committee.

1. She went on to express her sincere thanks to outgoing members Smrithy (Staff), Impana (student) and Khushi( Student) on behalf of the entire committee members for their dedicated service and valuable contributions during their tenure. Their commitment and hard work were acknowledged, and they were wished success in their future endeavors. They were also provided a token of appreciation from the committee.
2. A warm welcome was extended to new committee member Ms. Angai. Also it was decided that new student members for the committee will be selected from 1<sup>st</sup> MSc batch after they join.
3. The committee reviewed the events organized during the past academic year. A discussion ensued regarding the success of each event and need for future improvements. The expenses of all the events were also reviewed and the remaining money was noted to be carried over to the next academic year.  
Ms. Arunima was given the responsibility to make the Annual Report of all the events conducted in the academic year 2022-23.
4. The committee brainstormed ideas for events in the upcoming academic year, including those that couldn't be conducted in the past year. The importance of learning from past experiences and adapting strategies for better outcomes was emphasized.
5. For skill training, it was suggested that the computer training program for administrative staff can be conducted. Ms Angai also suggested daily exercise program for all the staff. Ms. Sneha put forth that ergonomics session for students to be conducted only after few additions with respect to the participants are included. A talk by any renowned Gynecologist on themes such as menstrual hygiene, dieting etc. was also suggested.



Dr. S R Chandrasekhar Institute of Speech and Hearing  
(A Unit of Bangalore Speech and Hearing)  
(A Project of Lions Club of Bangalore East)  
Hennur Main Road, Bangalore - 560 084.



Tel: 080-25460405/25470037/25468470 Fax: 080-25467829  
Email: [dr.srcish@gmail.com](mailto:dr.srcish@gmail.com) Web: [www.speechear.org](http://www.speechear.org)

B++ Accreditation by NAAC

Members were given the opportunity to raise any additional matters or concerns. The meeting concluded with Ms. Sneha extending her gratitude to all the members for their attendances.

**Attendees:**

Ms. Sneha Mareen Varghese

Ms. Subhashini D

Ms. Smrithy Rajan

Ms. Arunima Santhosh

Ms. Angai

Ms. Impana

Ms. Khushi

*Chairperson*  
**Women Empowerment (WE) Committee**  
**Dr S R Chandrasekhar Institute of**  
**Speech and Hearing**  
**Hennur Road, Bangalore-560084**



Dr. S. R. Chandrasekhar Institute of Speech & Hearing  
A Unit of Bangalore Speech and Hearing Trust  
A Project of Lions Club of Bangalore East  
Hennur Main Road, Bangalore - 560 084.  
Tel: 080-25460405/25470037/25468470 Fax: 080-25467829  
Email: [dr.srcish@gmail.com](mailto:dr.srcish@gmail.com) Web: [www.speechhear.org](http://www.speechhear.org)



**Women Empowerment Committee (WEC)**  
**Minutes of the meeting conducted on 17/08/2023**

**Agenda:**

1. Discussion of proposal put forth by Ms. Ankayarkani for conducting a session
2. Shortlisting of the topics and dates
3. Allocation of duties

Ms. Sneha Mareen Varghese, Chairperson of the WE committee addressed the members of the WE committee.

1. Ms. Ankayarkanni (Physiotherapist- Dr. S. R. Chandrasekhar Institute of Speech and Hearing) approached the committee chairperson to discuss her interest in conducting a session. This was agreed by the chairperson and she put forth the idea to the other members.
2. Topic and dates were decided by the chairperson with the other members of the committee. 7<sup>th</sup> September and 21<sup>st</sup> September were shortlisted for the same.
3. Duties were allocated to all the members
  - Ms. Impana: Introduction of the speaker
  - Ms. Khushi: Report
  - Ms. Sneha Mareen Varghese: Flyer and Feedback form
  - Ms. Arunima and Ms. Smrithy: Other arrangements
  - Ms. Subhashini D.: Geotagged Photos

The meeting concluded with Ms. Sneha extending her gratitude to all members for attending the meeting and sharing their views.

**Attendees:**

Ms. Sneha Mareen Varghese  
Ms. Subhashini D.  
Ms. Arunima Santhosh  
Ms. Smrithy Rajan  
Ms. Khushi  
Ms. Impana

*(Handwritten signatures and initials are present next to the names)*

**Chairperson**  
**Women Empowerment (WE) Committee**  
**Dr. S. R. Chandrasekhar Institute of**  
**Speech and Hearing**  
**Hennur Road, Bangalore-560084**



# Dr. S.R. Chandrasekhar Institute of Speech and Hearing

(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)



(Affiliated to Bengaluru North University, Recognized by Rehabilitation Council of India, New Delhi and NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315

• E-mail: dr.srcish@gmail.com / college.srcish@gmail.com • Web: www.speechear.org

## Standard Operating Procedure (SOP) of the Internal Complaints Committee (ICC) for Prevention of Sexual Harassment (POSH)

### 1. Objective

To establish a structured process for preventing and addressing sexual harassment within the organization, ensuring a safe and respectful work environment.

### 2. Scope

This SOP applies to all employees, interns, contractors, and visitors.

### 3. Definitions

- **Sexual Harassment:** Includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- **Complainant:** The person who complains of sexual harassment.
- **Respondent:** The person against whom the complaint is made.
- **ICC:** Internal Complaints Committee, responsible for handling complaints related to sexual harassment.

### 4. Formation of the ICC

- The ICC should consist of:
  - A Chairperson/Presiding Officer.
  - At least two members from among employees, committed to the cause of women or who have had experience in social work or have legal knowledge.
  - One external member from an NGO or association committed to the cause of women or familiar with issues relating to sexual harassment.
  - One male member from the organisation.

### 5. Roles and Responsibilities

- **Chairperson:** Lead the committee, oversee investigations, and ensure timely resolution of complaints.
- **Members:** Assist in investigations, maintain confidentiality, support the complainant and respondent, and participate in decision-making.
- **External Member:** Provide an independent perspective and ensure adherence to legal and ethical standards.



# Dr. S.R. Chandrasekhar Institute of Speech and Hearing

(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)



(Affiliated to Bengaluru North University, Recognized by Rehabilitation Council of India, New Delhi and NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315

• E-mail: dr.srcish@gmail.com / college.srcish@gmail.com • Web: www.speechear.org

## 6. Complaint Lodging Procedure

- Complaints can be made in writing or electronically to any ICC member.
- The complaint should contain details of the incident(s), names of witnesses, and any supporting documents.
- Anonymous complaints should be handled with due consideration but may have limitations in investigation.

## 7. Initial Response

- Acknowledge receipt of the complaint within 3 working days.
- Inform the complainant of their rights, the procedures, and the expected timeline.
- Conduct a preliminary assessment to determine the need for immediate interim measures.

## 8. Investigation Process

- Form an investigation team from ICC members, which should consist of external member, male member & chairperson. It should not be more than four members in the committee.
- Inform both the complainant and the respondent of the investigation process.
- Collect all relevant evidence, including documents and witness statements.
- Conduct interviews with the complainant, respondent, and witnesses separately.
- Maintain confidentiality throughout the process.

## 9. Interim Measures

- If necessary, implement interim measures to ensure the safety and well-being of the complainant, such as changing work assignments or providing leave.





# Dr. S.R. Chandrasekhar Institute of Speech and Hearing

(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)



(Affiliated to Bengaluru North University, Recognized by Rehabilitation Council of India, New Delhi and NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

- Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315
- E-mail: dr.srcish@gmail.com / college.srcish@gmail.com • Web: www.speechear.org

## 10. Report and Recommendations

- The investigation should be completed within 90 days of receiving the complaint.
- Prepare a detailed report with findings and recommendations.
- Share the report with the complainant and respondent, and seek their feedback.

## 11. Decision and Action

- Based on the ICC's recommendations, the organization's management will decide on the appropriate action.
- Actions may include counseling, written apology, warning, reprimand, suspension, termination, or legal action.
- Communicate the decision to both the complainant and respondent.

## 12. Appeal Process

- Inform both parties of their right to appeal the decision.
- Appeals must be filed within 30 days of the decision.

## 13. Documentation and Record Keeping

- Maintain a secure and confidential record of all complaints, investigations, and actions taken.
- Records should be kept for at least 3 years.

## 14. Confidentiality

- Ensure that all proceedings, documents, and information are kept confidential.
- Breach of confidentiality by any member will result in disciplinary action.

## 15. Training and Awareness

- Conduct regular training and awareness programs for all employees on sexual harassment, the role of the ICC, and the complaint procedure.
- Ensure new employees are informed about the ICC and the complaint procedure during onboarding.



# Dr. S.R. Chandrasekhar Institute of Speech and Hearing

(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)



(Affiliated to Bengaluru North University, Recognized by Rehabilitation Council of India, New Delhi and NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

- Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315
- E-mail: dr.srcish@gmail.com / college.srcish@gmail.com • Web: www.speechear.org

## 16. Prevention Initiatives

- Regularly review workplace policies to prevent sexual harassment.
- Promote a culture of respect and zero tolerance towards harassment.
- Encourage open communication and reporting of any unwelcome behavior without fear of retaliation.

## 17. Review and Improvement

- Conduct annual reviews of the SOP and ICC procedures.
- Incorporate feedback and changes in legislation to improve the process.

This SOP ensures a clear and consistent approach to preventing and addressing sexual harassment in the workplace, aligning with legal requirements and organizational values.

Dr. B.S. PREMALATHA  
CHAIRPERSON, INTERNAL COMPLAINTS COMMITTEE  
For PREVENTION OF SEXUAL HARASSMENT (POSH)  
DR. SRCISH  
BANGALORE - 84

**Chairperson**  
Internal Complaints Committee (ICC) for  
Prevention of Sexual Harassment (POSH)  
Dr.S.R. Chandrasekhar Institute of  
Speech and Hearing  
Hennur Main Road, Bangalore - 560084



Dr. S. R. Chandrasekhar Institute of Speech & Hearing  
(A unit of Bangalore Speech and Hearing Trust)  
(A project of Lions club of Bangalore East)  
Hennur Main Road, Lingarajapuram, Bengaluru-560084  
Ph: 080-25460405/25470037/25468470 Mob: +918861787315  
Email: [dr.sreish@gmail.com](mailto:dr.sreish@gmail.com) Web: [www.speechhear.org](http://www.speechhear.org)  
B++ NAAC ACCREDITATION



DRSRCISH/IQAC/ICC-POSH-1/2024-25

Date: 08/01/2024

**CIRCULAR**


**Internal Complaints Committee(ICC) for Prevention Of Sexual Harassment (POSH)** will be conducting a minutes of meeting for all the committee members on Friday, 12/01/2024. It is mandatory that all the committee members to attend the meeting.

**Agenda:**

1. Planning for the upcoming ICC committee event for the month of January, 2024
2. Event and budget planning for the upcoming academic year 2024-25

**Schedule:** 12/01/2024 between 10:30 to 11:30 am

**Venue:** Institute Auditorium – 1<sup>st</sup> Floor

  
Dr. B.S. Premalatha  
Chairperson  
ICC for POSH

**Chairperson**  
Internal Committee for Prevention of Sexual Harassment  
(PoSH)  
Dr. S. R. Chandrasekhar  
Institute of Speech & Hearing  
Hennur Main Road, Bangalore-560084

Copy to:

1. All ICC Committee members through the Chairperson





**Dr. S. R. Chandrasekhar Institute of Speech & Hearing**  
(A unit of Bangalore Speech and Hearing Trust)  
(A project of Lions club of Bangalore East)  
Hennur Main Road, Lingarajapuram, Bengaluru-560084  
Ph: 080-25460405/25470037/25468470 Mob: +918861787315  
Email: [dr.srcish@gmail.com](mailto:dr.srcish@gmail.com) Web: [www.speechhear.org](http://www.speechhear.org)  
B++ NAAC ACCREDITATION



**Internal Complaints Committee (ICC) for Prevention of Sexual Harassment**  
**(POSH)**

**Minutes of the meeting conducted on 12/01/24**

**Agenda:**

- 1. Planning for the upcoming ICC committee event for the month of January, 2024**
- 2. Event and budget planning for the upcoming academic year 2024-25**

Dr. B S Premalatha, Chairperson of the ICC committee addressed the members of the ICC Committee.

1. The meeting started with the discussion and planning for the upcoming event in the month of January, with primary focus on the topic financial planning. Three speaker suggestions were considered, out of which Mrs. Sabitha Seetharam was finalized, if she is available for the scheduled date of the event. Ms. Rajeshwari was given the responsibility to start preparing the permission and budget letter for the upcoming event.
2. The committee brainstormed ideas for events in the upcoming year, 2024. It was decided to aim for more than two events annually, in contrast to two events as previously practiced. Suggestions for the main programmes included topics such as sensitization or Awareness program on Prevention of Sexual Harassment at workplace. Responsibility for organizing and planning these events was assigned to committee members Ms. Rajeshwari and Mr Krsihna. Responsibility for Budget planning for next year events was given to Mr. Jayaram.
3. The committee discussed and approved the proposal for starting a three programs in a year. one is for the staff and students of the institute, second one is only for the committee members and the third one is for the all the faculties and administrative staffs of the institute.

Members were given the opportunity to raise any additional matters or concerns. The meeting concluded with Dr. B S Premalatha extending her gratitude to all the members of the committee.

**Attendees:**

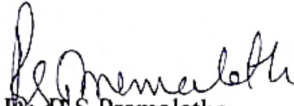
Dr. B S Premalatha

Ms. Rajeshwari

Ms. Saba

Mr. Jayaram

Mr. Krishna

  
Dr. B S Premalatha  
Chairperson  
ICC for POSH

**Chairperson**  
**Internal Committee for Prevention of Sexual Harassment**  
**(PoSH)**  
**Dr.S.R.Chandrasekhar**  
**Institute Of Speech & Hearing**  
**Hennur Main Road, Bangalore-560084**



**Dr. S. R. Chandrasekhar Institute of Speech & Hearing**  
(A unit of Bangalore Speech and Hearing Trust)  
(A project of Lions club of Bangalore East)  
Hennur Main Road, Lingarajapuram, Bengaluru-560084  
Ph: 080-25460405/25470037/25468470 Mob: +918861787315  
Email: [dr.srcish@gmail.com](mailto:dr.srcish@gmail.com) Web: [www.speechear.org](http://www.speechear.org)  
B++ NAAC ACCREDITATION



DRSRCISH/IQAC/ICC-POSH-2/2024-25

Date: 19/07/2024

**CIRCULAR**

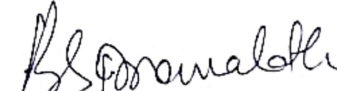
**Internal Complaints Committee(ICC) for Prevention Of Sexual Harassment (POSH)** will be conducting a minutes of meeting for all the committee members on Monday, 22/07/2024. It is mandatory that all the committee members to attend the meeting.

**Agenda:**

1. Planning for the upcoming ICC committee event for the month of August, 2024
2. Event and budget planning for the upcoming program

**Schedule:** 22/07/2024 between 10:30 to 11:30 am

**Venue:** Institute Auditorium – 1<sup>st</sup> Floor

  
Dr. B S/Premalatha  
Chairperson  
ICC for POSH

**Chairperson**  
**Internal Committee for Prevention of Sexual Harassment**  
(PoSH)  
**Dr.S.R.Chandrasekhar**  
**Institute Of Speech & Hearing**  
**Hennur Main Road, Bangalore-560084**

Copy to:

1. All ICC Committee members through the Chairperson





**Dr. S. R. Chandrasekhar Institute of Speech & Hearing**  
(A unit of Bangalore Speech and Hearing Trust)  
(A project of Lions club of Bangalore East)  
Hennur Main Road, Lingarajapuram, Bengaluru-560084  
Ph: 080-25460405/25470037/25468470 Mob: +918861787315  
Email: [dr.srcish@gmail.com](mailto:dr.srcish@gmail.com) Web: [www.speechhear.org](http://www.speechhear.org)  
B++ NAAC ACCREDITATION



**Internal Complaints Committee (ICC) for Prevention of Sexual Harassment**  
**(POSH)**

**Minutes of the meeting conducted on 22/07/24**

**Agenda:**

- 1. Planning for the upcoming ICC committee event for the month of September, 2024**
- 2. Event and budget planning for the upcoming program**

Dr. B S Premalatha, Chairperson of the ICC committee addressed the members of the ICC Committee.

1. The meeting started with the discussion and planning for the upcoming event in the month of August, with primary focus on the topic financial planning. Three speaker suggestions were considered, out of which Dr. Janet Parameshwara was finalized, if she is available for the scheduled date of the event.

Ms. Rajeshwari was given the responsibility to start preparing the permission and budget letter for the upcoming event.

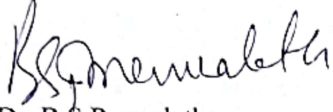
2. The topic decided for the event was Orientation program for Internal Complaints Committee on the Prevention of Sexual Harassment (POSH) - How to conduct an inquiry?

Responsibility for organizing and planning these events was assigned to committee members Ms. Rajeshwari.

Responsibility for Budget planning for next year events was given to Mr. Jayaram.

Members were given the opportunity to raise any additional matters or concerns. The meeting concluded with Dr. B S Premalatha extending her gratitude to all the members of the committee.

Dr. B S Premalatha  
Dr. Shakila Naidu  
Ms. Rajeshwari  
Ms. Saba  
Mr. Jayaram  
Mr. Narasegowda  
Ms. Sarvamangala



Dr. B S Premalatha  
Chairperson  
ICC for POSH

**Chairperson**  
**Internal Committee for Prevention of Sexual Harassment**  
**(PoSH)**  
**Dr. S. R. Chandrasekhar**  
**Institute Of Speech & Hearing**  
**Hennur Main Road, Bangalore-560084**







**Dr. S. R. Chandrasekhar Institute of Speech & Hearing**  
**(A Project of Lions club of Bangalore East)**  
**Hennur Main Road, Bangalore - 560 084.**

**Tel: 080-25460405/25470037/25468470 Fax: 080-25467829**

**Email-dr.srcish@gmail.com Web:www.speechear.org**

### **Criterion V –Anti ragging Standard operating procedures**

Ragging is a criminal offence and is governed by the Anti-ragging code of the UGC. The Institute is firm in ensuring the UGC framed guidelines on prohibition, prevention and elimination of ragging on campus.

As per the order of the Supreme Court of India and subsequent Notification from the University Grants Commission (UGC), ragging constitutes one or more of any intentions by any student or group of students on:

1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts the Regular Academic Activity.
3. Any activity which is likely to cause annoyance, hardship, Psychological Harm or create Fear or Apprehension.
4. Any Act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.
7. Any Act of injury or infringement of the fundamental right to human dignity.
8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

#### **Objectives:**

- To ensure a ragging free environment both in college and hostel
- Create awareness among students about the actions that can be taken against those indulging in ragging
- Provide the contact number of the person whom they can complain

#### **Punishment to those found guilty**

Any student or group of students found guilty of ragging on the campus or hostel shall be liable to one or more of the following punishments

1. Debarring from appearing in any sessional test / University Examination
2. Suspension from attending classes and academic privileges
3. Withdrawing scholarships and other benefits
4. Suspension from the college
5. Cancellation of the admission
6. Withholding the results.

Chairperson

Anti-Ragging Committee

Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

16.07.2024.

Chairperson :- Mrs. Alphonsa Joseph.

Members :- Mr. Nibish.

Hostel Warden.

Parent -

Student Representative

Police ST -

Uh :-

Parent Union

Ph :-

### Agenda

- 1) Members met at the library and discussed regarding who would represent Uh & Ph.
- 2) Checking of all areas - CCTV, posters are in place.
- 3) Reg. anti ragging week - 12<sup>th</sup> - 18<sup>th</sup> August 2024.

### Minutes.

- SASH representatives from Uh to PG were decided; letters to be given.
- Anti ragging week, to be decided on activities based on exam schedules.
- Anti ragging affidavit to be filled by 2023 batch.

Alphonsa  
16/07/2024

Chairperson

Anti-Ragging Committee  
Dr. S. R. Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560034

Rashmi J. Bhat

Dr. Rashmi J Bhat  
Principal

Dr. S. R. Chandrasekhar Institute  
of Speech and Hearing  
Hennur Main Road  
Bangalore



**Dr. S.R. Chandrasekhar Institute of Speech and Hearing**



## **Grievance Redressal Committee**

### **Goal:**

The goal of the committee is to ensure maintenance of a harmonious environment for learning.

### **Members:**

The Grievance Redressal Committee consists of the following members

1. Chairperson: Ms. Deborah Athaide
2. Member: Ms. Teja Dessai
3. Member: Ms. Prajna Kodgi Udupa
4. P.G. Student: Ms. Khushi Jain (1<sup>st</sup> M.Sc – Speech)
5. U.G. Student: Mr. Tanmay (2<sup>nd</sup> BASLP)

### **Objectives:**

- To ensure that grievances of students, all faculty (technical and non-technical staff) are allowed to be expressed.
- To address grievances in a manner that is ethical, just, fair, and within the frame-work of the rules and regulations of the institute
- To redress grievances promptly.
- To ensure effective, sensitive, and confidential communication between all involved

### **Definition**

A grievance is a real or imagined cause for complaint. Grievances are adapted from clause 3(h) of the gazette notification F.No. 14-4/2012(CPP-II) dated May, 2019 of the UGC regulations and include the following.

1. Admission- related
2. Amenities-related
3. Administrative -related
3. Non-transparent or unfair practices for the evaluation of students
4. Related to quality of education (theory and clinical)
5. Harassment or victimization



### Standard Operating Procedures:

- Anyone with a genuine grievance may submit it to the committee in any of the following ways:
  - Written grievances may be dropped into the grievance boxes placed in the washrooms on the third floor.
  - Grievances may be submitted via email: [grievanceredressal.sreish@gmail.com](mailto:grievanceredressal.sreish@gmail.com)
  - Grievances may be submitted via a Google form. This form does not require email addresses and will therefore be anonymous. Link to Google form: <https://forms.gle/dPCqy2Yb7i55MkA67>
  - Grievances may be expressed in quarterly grievance redressal meetings held by the committee members
- The staff members of the grievance redressal committee will meet at least once in two months. The grievance box, email inbox, Google form, and letters received in-person will be opened during this meeting.

### **Grievance Redressal Mechanism**

- The Grievance Redressal Committee will address the submitted grievances in the following manner:
  - The received grievances will be shared either verbally or via email with the Deputy Director – Academics (DDA)/Principal. Grievances will be discussed with other authorities as per the discretion of DDA, if their action/advice is required.
  - The merit of the received grievances will be judged.
  - The causes of the grievances, resolution progress, action-plans for the same will be discussed.
  - As far as possible, positive, friendly ways to resolve the grievances will be used, rather than punitive steps.
  - The committee and authorities will act impartially and try to resolve matters as amicably as possible.
  - The committee will strive to address grievances within a period of 15 days. Urgent grievances will be addressed on priority basis.
- The committee will follow documentation of the procedures and of all necessary steps taken to resolve grievances. The committee will maintain a register of grievances, steps taken to address grievances, and meetings conducted by the committee.
- Action taken on received grievances shall be reported to complainant (if known) and Principal.
- Reports will be submitted to Internal Quality Assurance Cell along with supporting documents.

**Outcome:** Maintenance of a harmonious environment for student learning.



# Dr. S.R. Chandrasekhar Institute of Speech and Hearing

(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)



(Affiliated to Bengaluru North University, Recognized by Rehabilitation Council of India, New Delhi and NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315

• E-mail: dr.srcish@gmail.com / college.srcish@gmail.com • Web: www.speechear.org

DRSRC/ISH/IQAC/GRC/2023-2024/2

Date: 07/09/2023

## CIRCULAR

A Grievance Redressal meeting will be held on 13-09-2023. All students and staff members who wish to express their grievances are welcome to do so.

Schedule : 13-09-2023 (Wednesday) Between 12:30 pm to 1:00 pm and 1:30 pm to 2:00 pm

Venue : Seminar Hall

You may also drop your grievances in the Grievance Redressal boxes in the 3<sup>rd</sup>-floor restrooms, email us at [grievanceredressal.srcish@gmail.com](mailto:grievanceredressal.srcish@gmail.com) or use this link -

<https://forms.gle/dPCqv2Yb7i55MkA67>.

**Ms. Deborah Athaide**  
Chairperson

Grievance Redressal Committee

Chairperson  
Grievance Redressal Committee  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

**Ms. Sneha Maren Varghese**  
IQAC Coordinator

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

**Dr. Rashmi J. Bhat**  
Principal

Principal  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Lingarajapuram  
Bangalore 560084

Copy to

- 1) All staff members through Heads of all departments
- 2) All students through the college office



# Dr. S.R. Chandrasekhar Institute of Speech and Hearing

(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)



(Affiliated to Bengaluru North University, Recognized by Rehabilitation Council of India, New Delhi and B++ NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315  
• E-mail: dr.srcish@gmail.com / college.srcish@gmail.com • Web: www.speechear.org

DRSRC/ISH/IQAC/GRC/2023-2024/3

Date:25/01/2024

## CIRCULAR

A Grievance Redressal meeting will be held on 29-01-2024. All students and staff members who wish to express their grievances are welcome to do so.

Schedule : 29-01-2024 (Monday) Between 12:30 pm to 1:00 pm and 1:30 pm to 2:00 pm

Venue : Seminar Hall

You may also drop your grievances in the Grievance Redressal boxes in the 3<sup>rd</sup>-floor restrooms, email us at [grievanceredressal.srcish@gmail.com](mailto:grievanceredressal.srcish@gmail.com), or use this link -

<https://forms.gle/dPCqv2Yb7i55MkA67>.

**Ms. Deborah Athaide**  
Chairperson

**Grievance Redressal Committee**

*(Chairperson)*  
Grievance Redressal committee  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

**Ms. Sneha Mareen Varghese**  
IQAC Coordinator

*(Coordinator)*  
Internal Quality Assurance Cell (IQAC)  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

**Dr. Rashmi J. Bhat**  
Principal

*(Principal)*  
Dr. Rashmi J. Bhat  
Principal  
Dr. S. R. Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road  
Bangalore-560084

Copy to

- 1) All staff members through Heads of all departments
- 2) All students through the college office



# Dr. S.R. Chandrasekhar Institute of Speech and Hearing

(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)



(Affiliated to Bengaluru North University, Recognized by Rehabilitation Council of India, New Delhi and B++ NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315  
• E-mail: dr.srcish@gmail.com / college.srcish@gmail.com • Web: www.speechear.org

DRSRC/ISH/IQAC/GRC/2023-2024/4

Date: 09/02/2024

## CIRCULAR

In response to grievances received on 29.01.2024, the following addressal action has been taken by concerned authorities for common grievances.

1. Reports of Saturday cases in the speech diagnostics unit will be seen on rotation by the following faculty members.

- Ms. Sneha Varghese
- Ms. Deborah Athaide
- Ms. Prajna Kodgi
- Ms. Aishwarya Dinesh

2. As per the existing protocol, client files in the speech therapy unit will continue to be provided by the unit. Students do not need to bring files for this purpose.

3. Printing of all reports in the speech diagnostics unit will be considered as official printing; papers for printing of reports will be provided by the unit. Printing of reports will continue to be done in the library.

**Ms. Deborah Athaide**  
Chairperson

**Grievance Redressal Committee**

Chairperson  
Grievance Redressal Committee  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

**Ms. Sneha Mareen Varghese**  
IQAC Coordinator

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

**Dr Rashmi J Bhat**  
IQAC Chairperson

Chairperson  
Internal Quality Assurance Cell (IQAC)  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084



# Dr. S.R. Chandrasekhar Institute of Speech and Hearing

(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)



(Affiliated to Bengaluru North University, Recognized by Rehabilitation Council of India, New Delhi and B++ NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

• Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315

• E-mail: dr.srcish@gmail.com / college.srcish@gmail.com • Web: www.speechear.org

DRSRC/ISH/IQAC/GRC/2023-2024/5

Date:22/04/2024

## CIRCULAR

A Grievance Redressal meeting will be held on 24-04-2024. All students and staff members who wish to express their grievances are welcome to do so.


Schedule: 24-04-2024(~~Wednesday~~)between 2:00 pm to 4:00 pm


Venue : Seminar Hall

You may also drop your grievances in the Grievance Redressal boxes in the 3<sup>rd</sup> floor restrooms, email us at [atgrievanceredressal.srcish@gmail.com](mailto:atgrievanceredressal.srcish@gmail.com), or use this link -

<https://forms.gle/dPCqv2Yb7i55MkA67>.

  
**Ms. Prajna Kodgi**  
Acting Chairperson  
Grievance Redressal Committee  
Chairperson  
Grievance Redressal committee  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

  
**Ms. Sneha Mareen Varghese**  
IQAC Coordinator  
Coordinator  
Internal Quality Assurance Cell (IQAC)  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

  
**Dr. Rashmi J. Bhat**  
Principal  
Principal  
**Dr. Rashmi J Bhat**  
Principal  
Dr. S. R. Chandrasekhar Institute  
of Speech and Hearing  
Hennur Main Road  
Bangalore-560 084

Copy to

- 1) All staff members through Heads of all departments
- 2) All students through the college office





# Dr. S.R. Chandrasekhar Institute of Speech and Hearing

(A Unit of Bangalore Speech & Hearing Trust)  
(A Project of Lions Club of Bangalore East)



(Affiliated to Bengaluru North University, Recognized by Rehabilitation Council of India, New Delhi and NAAC Accredited)

Hennur Road, Lingarajapuram, Bengaluru-560084

- Ph: 080-2546 0405 / 2547 0037 / 2546 8470 • Mob: +91-88617 87315
- E-mail: dr.srcish@gmail.com / college.srcish@gmail.com • Web: www.speechhear.org

DRSRC/ISH/IQAC/GRC/2023-2024/6

Date:26/04/2024

## CIRCULAR

A Grievance Redressal meeting will be held on 28-08-2024. All students and staff members who wish to express their grievances are welcome to do so.

Schedule : 28-08-2024 (Wednesday) between 10:00 am to 1:00 pm

Venue : ~~Seminar Hall~~ Auditorium

You may also drop your grievances in the Grievance Redressal boxes in the 3<sup>rd</sup> floor restrooms, email us at [grievanceredressal.srcish@gmail.com](mailto:grievanceredressal.srcish@gmail.com), or use this link -

<https://forms.gle/dPCqv2Yb7i55MkA67>.

*Ms. Prajna Kodgi*  
Acting Chairperson

Grievance Redressal Committee

*Chairperson*  
Grievance Redressal committee  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

*Ms. Sneha Mareen Varghese*  
IQAC Coordinator

*Coordinator*  
Internal Quality Assurance Cell (IQAC)  
Dr S R Chandrasekhar Institute of  
Speech and Hearing  
Hennur Road, Bangalore-560084

*Dr. Rashmi J. Bhat*  
Principal

*Dr. Rashmi J Bhat*  
Principal  
Dr. S. R. Chandrasekhar Institute  
of Speech and Hearing  
Hennur Main Road  
Bangalore-560 084

Copy to

- 1) All staff members through Heads of all departments
- 2) All students through the college office