

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY**

(AUTONOMOUS)

(Approved by AICTE- New Delhi & Affiliated to JNTUK, Kakinada)

Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref: No. VIIT/ICC/2021/08/1

Date:28-08-2021

Office Order**Sub:** Constitution of Internal Complaints Committee-Order issued – Reg.**Ref:** Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016.-Reg.

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 an ICC has constituted in our institute.

Objectives: Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

- To develop a policy against sexual harassment of women at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To evolve a permanent mechanism for the prevention and Redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- The following committee is constitute to look after Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Vignan's institute of information technology.

Committee Members :

S.No.	Name of the Person	Designation	Role
1	Dr. B. Arundhati	Professor	Chairperson
2	Mrs. K. Prabhavathi	Advocate	External Member
3	Dr. E. Laxmi Lydia	Professor	Member
4	Dr. A. Naga Jyothi	Professor	Member
5	Mrs. S. Adilakshmi	Assistant Professor	Member
6	Mrs. G.Mani	Assistant Professor	Member
7	Mrs. K. Sravanthi	Assistant Professor	Member
8	Dr. K. Mrudula Devi	Associate Professor	Member Secretary & Presiding officer

Roles & Responsibility:

The committee is NOT to act as a moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for non-consensual acts of sexual harassment, and not to curtail sexual expression within the campus

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All HoDs for circulation and communication

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VHIT/ICC/2021/09/1

Dt: 28-09-2021

Notice

It is here by informed to all the members of the Internal Complaint Committee to attend the meeting on 29th September 2021, Saturday, at Board Room by 2:00 pm to discuss an Indiscipline issue of IIB.Tech student. All the members of the committee should attend the meeting without fail.


**Presiding officer
& Member Secretary**




Principal
VIGNAN'S INSTITUTE
Information Technology
Beside: VSEZ, Duwada, Visakhapatnam.

Copy to:-

- | | | |
|-----------------------------------|---|------------------|
| • Dr.B.Arundhati, Assoc. Prof. | - | Chairperson, |
| • Dr.K.MrudulaDevi, Assoc. Prof. | - | Member Secretary |
| • Mrs.K. Prabhavathi, Advocate | - | External Member |
| • Dr.E.Laxmi Lydia, Assoc. Prof. | - | Member |
| • Dr.A. Naga Jyothi, Assoc. Prof. | - | Member |
| • Mrs.K.Sravanthi, Asst. Prof. | - | Member |
| • Mrs.S.Adilakshmi, Asst.Prof. | - | Member |
| • Mrs.G.Mani Asst. Prof. | - | Member |



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VIIT/ICC/21/09/02

Dt: 29-09-2021

Sub: complaint letter by L. Yamini bearing Roll No. 20L31A123 of IT Department dated 28-09-2021.

Ref: The committee appointed by Principal against the complaint number VIIT/ICC/21/09/01 and circular issued on 28-09-2021

Minutes of the meeting – Internal Complaint Cell held on 29th September 2021

Internal Complaint Cell has conducted a meeting on 29-09-21 at 2:00 pm in the Board room, VIIT to discuss the complaint vide ref. No. VIIT/ICC/21/09/ 01 and resolve the issue.

The chairperson of ICC presented the complaint in detail as follows:

The complaint was received by the Presiding Officer of ICC from the mother of L.Yamini, II B.Tech-IT student regarding her daughter was harassed by handling and scolding her with indiscipline behaviour by K.Praneeth. In a helpless situation she reported the incident to ICC member DrK.Mrudula Devi.

- The committee called complainer Ms.L.Yamini and asked about the facts of the issue and the committee discussed in detail about the causes of this problem.

As part of this enquiry,

- Principal has assigned to observe the CCTV footage to identify the behaviour of the student in campus.
- She also suggested the department coordinators to monitor the students to avoid any such kind of issues in the campus.
- The security In charge was also warned by the Principal to not entertain any unknown persons at the entrance.

Later, the committee called Mr.K.Praneeth, and enquired about the facts of the issue and He has confirmed that the above said allegations are correct and also expressed his guilty on this issue.

The Advocate, K.Prabhavathi warned Mr.K.Praneeth and explained about the legal consequence of this complaint




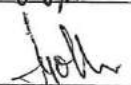
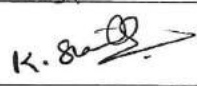

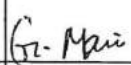

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Beside: VSEZ, Duvvada, Visakhapatnam-49

Action Taken :

As per the committee recommendations and with the discussions of the principal, the following actions are proposed for implementation.

1. CCTV footage dated 29-09-21 was observed by Presiding Officer of ICC- Dr. K.Mrudula Devi and traced out the behaviour of praneeth in the campus and intimation has given to Principal.
2. It was identified that Mr. K.Praneeth has intentionally involved in this situation.
3. He was counselled by Chairperson, Dr B Arundhati and Dr.A.Naga Jyothi, HOD-ECE and suggested Mr.K.Praneeth do not involve in any such kind of issues and to focus on studies.
4. I/c of security was also suggested by Dr.B.Arundhati, Principal and Mr,K.Sundara Ramam, Dean – Admin that to be very careful at the gate entrance for allowing unknown persons and to make strict monitoring of students.

Attendees of the meeting are:

S.NO	NAME OF THE PERSON	DESIGNATION	ROLE	Signature
1	Dr.B.Arundhati	Professor	Chairperson	
2	Mrs.K. Prabhavathi	Advocate	External Member	
3	Dr.E. Laxmi Lydia	Assoc. Prof.	Member	
4	Dr.A. Naga Jyothi	Assoc. Prof.	Member	
5	Mrs.K. Sravanthi	Asst. Prof.	Member	
6	Mrs.S Adi Lakshmi	Asst. Prof.	Member	
7	Mrs.G. Mani	Asst. Prof.	Member	
8	Dr.K.Mrudula Devi	Assoc. Prof.	Member Secretary & Presiding officer	


Member Secretary &
Presiding Officer


Chairperson


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VIIT/ICC/2021/05/1

Dt: 06-05-2021

Notice

It is here by informed to all the members of the Internal Complaint Committee to attend the meeting on 7th May 2021, Friday, at Board Room by 2:00 pm to discuss an Indiscipline issue of I-B.Tech students. All the members of the committee should attend the meeting without fail.


**Presiding Officer
& Member Secretary**




Principal
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Copy to:-

- | | | |
|------------------------------------|---|--------------------------------------|
| • Dr.B. Arundhati, Professor | - | Chairperson, |
| • Dr.K. Mrudula Devi, Assoc. Prof. | - | Presiding Officer & Member Secretary |
| • Mrs.K. Prabhavathi, Advocate | - | External Member |
| • Dr.E. Laxmi Lydia, Professor | - | Member |
| • Dr.A. Naga Jyothi, Professor | - | Member |
| • Mrs.K.Sravanthi, Asst. Prof . | - | Member |
| • Mrs. S.Adilakshmi, Asst.Prof. | - | Member |



VIIT/ICC/2021/05/02

Dt: 07-05-2021

Sub: Complaint letter by Mrs.K. Gayatri, Assistant Professor of BS&H Department bearing Id.No. 11722 dated 06-05-21.

Ref: The committee appointed by Principal against the complaint number VIIT/ICC/2021/05/01 and circular issued on 06-05-2021.

Minutes of the meeting – Internal Complaint Cell held on 7th May 2021

Internal Complaint Cell (ICC) has conducted a meeting on 7th May 2021 at 2:00 pm in the Board Room at VIIT. The primary objective of the meeting was to address and resolve the complaint referenced as VIIT/ICC/2021/05/01.

The Chairperson of the ICC presented the details of the complaint, which originated from I-B.Tech - BS&H faculty member, Ms. K. Gayatri. The complaint highlighted instances of indiscipline and harassment faced by her from I B.Tech civil engineering students during online classes. Feeling helpless in this situation, Ms. K. Gayatri approached the ICC and subsequently, Dr.K. Mrudula Devi, a Presiding Officer of the committee, was informed about the incident.

- The ICC enquired with Ms. K. Gayatri to gather insights into the issue and thoroughly understand the circumstances. The committee discussed in detail on the root causes of the problem.
- In response to the complaint, the Principal directed an investigation into the online classes to assess the students' behaviour. The department coordinators were advised to monitor the students' conduct to prevent the disturbance created during online sessions.
- The Principal issued a warning to the Class Representatives, emphasizing the importance of maintaining decorum and addressing any concerns promptly during online classes.

Later, the committee called the students and enquired about the facts of the issue and they confirmed that the above said allegations are correct and also expressed their guilty on this issue.

Dr. E. Laxmi Lydia, a committee member, addressed the students and highlighted the legal implications of their actions and explained the consequences.


Action Taken:

As per the committee recommendations and after thorough discussions with the Principal, the following actions have been proposed for implementation:

1. A recorded video from the date 3rd May 2021 was reviewed by the Presiding Officer of the ICC, Dr. K. Mrudula Devi. The analysis of this video brought to light the specific behaviour of students during the online classes. Subsequently, this observation was promptly communicated to the Principal for further consideration.
2. Through careful examination, it became evident that certain students were intentionally engaged in the matter at hand. Their involvement was identified and documented as a key aspect of the investigation.
3. Students involved were provided counselling sessions by Dr.B.Arundhati, Chairperson of the ICC, along with Dr. A. Naga Jyothi, HOD-ECE. Students were strongly advised to not to involve in such kind disruptive behaviour and were encouraged to focus on their studies.

Attendees of the meeting are:

S.No.	Name of the Person	Designation	Role	Signature
1	Dr.B.Arundhati	Professor	Chairperson	
2	Mrs.K.Prabhavathi	Advocate	External Member	
3	Dr.E.Laxmi Lydia	Professor	Member	
4	Dr.A. Naga Jyothi	Professor	Member	
5	Mrs.K. Sravanthi	Asst.Prof	Member	
6	Mrs.S. Adilakshmi	Asst. Prof.	Member	
7	Dr.K. Mrudula Devi	Assoc. Prof.	Member Secretary & Presiding officer	


Member Secretary &
Presiding Officer


Chairperson



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Date: 10.05.2021