

**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/2022/08/1

Date:22-08-2022

**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 10<sup>th</sup> 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. K. Sravanthi	Assistant Professor	Member
6	Dr.N.Ramya	Associate Professor	Member
7	Mrs. R. Umamaheswari	Assistant Professor	Member
8	Mrs.G.Mani	Assistant Professor	Member
9	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

Copy to:

All HoDs circulation and communication  
Copy to Members

Principal

**PRINCIPAL**  
**VIGNAN'S INSTITUTE OF**  
**Information Technology (A)**  
Beside: VSEZ, Duvvada, Visakhapatnam-49



# 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.

VIIT/ICC/2022/10/1

Dt: 22-10-2022

## Notice

It is here by informed to all the members of the Internal Complaint Committee to attend the meeting on 23<sup>rd</sup> October 2022, Saturday, at Board Room by 2:00 pm to discuss an Indiscipline issue of faculty. All the members of the committee should attend the meeting without fail.

  
**Presiding Officer  
& Member Secretary**



  
**Principal**

**PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49**

Copy to:-

- |                                   |   |                                      |
|-----------------------------------|---|--------------------------------------|
| • Dr.B.Arundhati, Professor       | - | Chairperson,                         |
| • Dr.K.MrudulaDevi, Assoc. Prof.  | - | Presiding Officer & 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                               |
| • Dr N.Ramya, Assoc. Prof.        | - | Member                               |
| • Dr.R.Umamaheswari, Assoc. Prof. | - | Member                               |
| • Mrs.G.Mani, Asst. Prof.         | - | Member                               |





**VIIT/ICC/2022/10/02**

**Dt: 22-10-2022**

**Sub:** Complaint letter by Mrs.N.N. Anusha bearing Emp.ID.10586 of MBA Dept.,Dt.21-10-2022.

**Ref:** The committee appointed by Principal against the complaint number **VIIT/ICC/2022/10/1** and circular issued on 21-10-2022

**Minutes of the meeting – Internal Complaint Cell held on 22<sup>nd</sup> October 2022**

Internal Complaint Cell has conducted a meeting on 22-10-2022 at 2:00 pm in the Board room, VIIT to discuss the complaint vide Ref. No. VIIT/ICC/10/22/1 and to resolve the issue.

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

The presiding officer of ICC received a complaint from Mrs.N.N. Anusha, a faculty member in the MBA department, stating that she has been facing mental harassment from Mr.N.V.S.Shankar. The harassment includes unwanted phone calls and messages. In a distressing incident that occurred during college hours, Mr.N.V.S.Shankar allegedly made inappropriate comments towards Mrs.N.N. Anusha. Feeling helpless, she reported the entire incident to ICC Presiding officer Dr. K. Mrudula Devi.

The committee summoned the complainant, Mrs.N.N. Anusha, and inquired about the details of the issue. They conducted a thorough discussion to identify the root causes of the problem.

As part of the investigation, the Principal assigned committee members to examine the call history and messages of the faculty involved. Additionally, she advised the department heads to instruct their respective faculty members to maintain a healthy and respectful environment within their departments.

Subsequently, the committee called Mr.N.V.S. Shankar and inquired about the facts surrounding the issue. He confirmed that the aforementioned allegations are indeed true and he is regret for his actions and acknowledged his guilt in this matter.

Advocate, K. Prabhavati provided a cautionary warning to Mr.N.V.S. Shankar and explained the legal consequences of the complaint.

During the proceedings, committee member Dr.E. Lami Lydia referred to the relevant actions mentioned in the ICC rules from AICTE concerning such issues.

**Action taken:**

To address the issue, the committee proposed the following actions:

After discovering the messages related to this matter on Mr. N.V.S. Shankar's phone, the committee provided counselling and moral support to the complainant, encouraging her to continue with her duties.

It was evident that Mr. N.V.S. Shankar intentionally harassed the complainant through messages. As a result, he was given a warning to refrain from repeating such behaviour, and in accordance with the institute's norms, his services were suspended.

Subsequently, Mr. N.V.S. Shankar received counselling from Principal Dr. B. Arundhati and Dr. A. Naga Jyothi, HOD-ECE. Eventually, it was decided that he would resign from his position.

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	Dr N.Ramya,	Assoc. Prof.	Member	
7	Dr.R.Umamaheswari	Asst. Prof	Member	
8	Mrs.G.Mani	Asst. Prof.	Member	
9	Dr.K.Mrudula Devi	Assoc. Prof.	Member Secretary & Presiding Officer	

  
Member Secretary &  
Presiding Officer



  
Chairperson  
PRINCIPAL  
GNAN'S INSTITUTE OF  
Information Technology (A)  
eside: VSEZ, Duvvada, Visakhapatnam-49

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY****(AUTONOMOUS)**

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


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

VIIT/ICC/2022/09/1

Dt: 22-09-2022

**Notice**

It is here by informed to all the members of the Internal Complaint Committee to attend the meeting on 23<sup>rd</sup> September 2022, Friday at Board Room by 2:00 pm to discuss an Indiscipline issue of I-B.Tech student. All the members of the committee should attend the meeting without fail.

  
**Presiding Officer  
& Member Secretary**



  
**Principal**

**PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)**  
Beside: VSEZ, Duvvada, Visakhapatnam - 530 049

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, Assoc. Prof.  | - | Member                               |
| • Dr.A. Naga Jyothi, Assoc. Prof. | - | Member                               |
| • Mrs.K.Sravanthi, Asst. Prof.    | - | Member                               |
| • Dr.N.Ramya, Assoc. Prof.        | - | Member                               |
| • Dr.R.Umamaheswari, Assoc. Prof. | - | Member                               |
| • Mrs.G.Mani, Asst. Prof.         | - | Member                               |





**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.

**VIIT/ICC/2022/09/02**

**Dt: 23-09-2022**

**Sub:** complaint letter by D.S.N.Navya bearing Roll No. 21L31A5422 of AI&DS Department dated 22-09-2022.

**Ref:** The committee appointed by Principal against the complaint number VIIT/ICC/22/09/01 and circular issued on 22-09-2022

**Minutes of the meeting – Internal Complaint Cell held on 23<sup>rd</sup> September 2022**

Internal Complaint Cell has conducted a meeting on 23-09-22 at 2:00 pm in the Board room, VIIT to discuss the complaint vide ref. No.VIIT/ICC/2022/09/01 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 D.S.N.Navya, I- B.Tech-AI&DS student regarding her daughter was faced eve teasing and indiscipline behaviour by A.V.S.Trilochan. In a helpless situation she reported the incident to ICC Presiding officer, Dr.K.Mrudula Devi.

- The committee called complainer Ms.D.S.N.Navya 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.
- He 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.A.V.S.Trilochan 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.


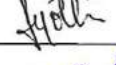

The committee member, Dr. E.Laxmi Lydia. Warned Mr.A.V.S.Trilochan and explained about the legal consequence of this complaint.

**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 23-09-22 was observed by Presiding Officer of ICC-Dr.K.Mrudula Devi and traced out the behaviour of A.V.S.Trilochan in the campus and intimation has given to Principal .
2. It was identified that Mr.A.V.S.Trilochan 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.A.V.S.Trilochan 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.Madhusudana Rao, 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	Professor	Member	
4	Dr.A. Naga Jyothi	Professor	Member	
5	Mrs.K.Sravanthi	Asst.Prof.	Member	
6	Dr.N.Ramya,	Assoc. Prof.	Member	
7	Dr.R.Umamaheswari	Asst. Prof	Member	
8	Mrs.G.Mani	Asst. Prof.	Member	
9	Dr.K.Mrudula Devi	Assoc. Prof.	Member Secretary & Presiding Officer	

  
Member Secretary &  
Presiding Officer



  
Chairperson  
PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49



# 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.

VIIT/ICC/2022/04/01

Dt: 1-04-2022

## Notice

It is here by informed to all the members of the Internal Complaint Committee to attend the meeting on 2<sup>nd</sup> April 2022, Saturday, at Board Room by 2:00 pm to discuss an Indiscipline issue of faculty. All the members of the committee should attend the meeting without fail.

  
Presiding officer  
& Member Secretary



  
Principal

**PRINCIPAL**  
**VIGNAN'S INSTITUTE OF**  
**Information Technology (A)**  
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy to:-

- |                                   |                                        |
|-----------------------------------|----------------------------------------|
| • Dr.B Arundhati, Principal       | - Chairperson,                         |
| • Dr.K.Mrudula Devi, Assoc. Prof. | - Member Secretary & Presiding Officer |
| • 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. Adi Lakshmi, Asst. Prof  | - Member                               |
| • Mrs.R. Umamaheswari, Asst. Prof | - Member                               |





**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.

**VIIT/ICC//2022/04/02**

**Dt: 02-04-2022**

**Sub:** Complaint letter by K.Swathibearing Roll No. 20L31A423 of ECE Department dated 01-04-2022.

**Ref:** The committee appointed by Principal against the complaint number **VIIT/ICC//2022/04/1** and circular issued on 01-04-2022

**Minutes of the meeting – Internal Complaint Cell held on 2<sup>nd</sup> April 2022**

Internal Complaint Cell has conducted a meeting on 02-04-2022 at 2:00 pm in the Board room, VIIT to discuss the complaint vide Ref. No. VIIT/ICC/4/22/1 and to 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 parent, Ms.K.Swathi, II-B.Tech-ECE student regarding her daughter was mentally harassed by the faculty Dr.K.Vivekananda by making phone calls and send the messages. In a helpless situation father of the student reported the incident to ICC Presiding Officer Dr.K.Mrudula Devi.

The committee called complainer Ms. K.Swathi 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 the committee members to check the call history and messages of faculty.
- She also suggested the department coordinators to monitor the students to avoid any such kind of issues in the campus.

Later, the committee called Dr.K.Vivekananda, 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 cautioned the Dr.K.Vivekananda and explained about the legal consequence of this complaint.

**Action taken:**


**Action taken:**

**In order to resolve the issue, the committee recommended the following actions:**

1. The committee members has found the chat with student in the phone and her father also submitted one mail regarding this issue. Hence, the committee decided to inform to parents to care about their child personally and ask them to council their child.
2. It was identified that Dr. K.Vivekananda has intentionally involved in this situation. Hence he warned that not to repeat and also withhold his services as per the institute norms.
3. Later, He was counselled by Principal, Dr. B. Arundhati, and Dr A Naga Jyothi, HOD-ECE and later he was decided to resign to the job.
6. Dr B Arundhati, Principal has also suggested the ICC members that to be interact with the class coordinators once in a month.

**Attendees of the meeting are:**

S.No.	Name of the Person	Designation	Role	Signature
1	Dr.B. Arundhati	Principal	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  
**PRINCIPAL**  
**VIGNAN'S INSTITUTE OF**  
**Information Technology (A)**  
Beside: VSEZ, Duvvada, Visakhapatnam-49