

**VIGNAN's****INSTITUTE OF INFORMATION TECHNOLOGY**
(AUTONOMOUS)(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadiapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref: No. VIIT/ICC/2019/08

Date: 01-08-2019

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	Associate Professor	Member
4	Dr. A. Naga Jyothi	Associate Professor	Member
5	Mrs. S. Adilakshmi	Assistant Professor	Member
6	Mrs. R. Umamaheswari	Assistant Professor	Member
7	Mrs. K. Sravanthi	Assistant Professor	Member
8	Dr. Rojeena Mathew	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 for circulation and communication

Copy to Members



Principal
VIGNAN'S INSTITUTE OF
Information Technology (A)
 Beside: VSEZ, Duvvada, Visakhapatnam.



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VIIT/ICC/2019/12/1

Dt: 19-12-2019

Notice

It is here by informed to all the members of the Internal Complaint Committee to attend the meeting on 20th December 2019, Friday at Board Room by 2:00 pm to discuss an Indiscipline issue of III 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-49

Copy to:-

- | | | |
|-----------------------------------|---|------------------------------------|
| • Dr.B.Arundhati, Professor | - | Chairperson, |
| • Dr.Rojeena Mathew, 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 |
| • Mrs.S.Adilaksmi,Asst.Prof. | - | Member |
| • Dr .R.Umamaheswari Asst. Prof. | - | Member |



VIIT/ICC/2019/12/02

Dt: 20-12-2019

Sub: Complaint letter by Pallavi Rath bearing Roll No.16L31A02C2 of Mechanical Department, dated 19-12-2019.

Ref: The committee appointed by Principal against the complaint number VIIT/ICC/2019/01 and circular issued on 19-12-2019.

Minutes of the meeting – Internal Complaint Cell held on 20th December 2019

Internal Complaint Cell has conducted a meeting on 20-12-2019 at 2:00 pm in the Board room, VIIT to discuss the complaint vide ref. No.VIIT/ICC/2019/01201 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 parent of Ms.Pallavi Ruth, I B.Tech-Mechanical Engg. that Mr.M.Suresh, III-B.Tech EEE student is continuously eve teasing with indiscipline behaviour in the campus. In a helpless situation she reported the incident to Dr. Rojena Mathew.

- The committee called complainer Ms. Pallavi Ruth 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 do the frequent rounds in campus to avoiding unnecessary issues.

Later, the committee called Mr.M.Suresh 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.



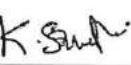

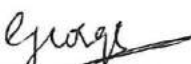
The committee member, Dr A.Naga Jyothi. warned Mr.M.Suresh and explained about the legal consequence of this complaint.

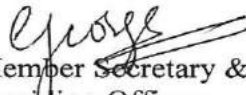
Action Taken:

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


1. CCTV footage dated 20-12-2019 was observed by Presiding Officer of ICC-Dr.Rojeena Mathewand traced out the behaviour ofM.Suresh in the campus and intimation has given to Principal .
2. It was identified that Mr.M.Sureshhas intentionally involved in this situation.
3. He was counselled by Chairperson, Dr.B.Arundhati and Dr.A.Naga Jyothi, HOD-ECE and suggested Mr M.Sureshdo 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 andK.SundaraRamam, 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.Adilakshmi	Asst. Prof.	Member	
7	Dr .R.Umamaheswari	Asst. Prof	Member	
8	Dr.Rojeena Mathew	Assoc. Prof.	Member Secretary & Presiding officer	


Member Secretary &
Presiding Officer




Chairperson
PRINCIPAL
VIGNAN'S INSTITUTE OF
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VHIT/ICC/2019/03/1

Dt: 15-03-2019

Notice

It is here by informed to all the members of the Internal Complaint Committee to attend the meeting on 16th March 2019, Wednesday, at Board Room by 2:00 pm to discuss an Indiscipline issue of III-B.Tech student. All the members of the committee should attend the meeting without fail.


**Presiding Officer
& Member Secretary**




Principal
**VIGNAN'S INSTITUTE OF
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Beside: VSEZ, Duvvada, Visakhapatnam-49**

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- | | | |
|-----------------------------------|---|-------------------------------------|
| • Dr.B.Arundhati, Professor | - | Chairperson, |
| • Dr.Rojeena Mathew, 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 |
| • Mrs.S.Adilakshmi, Assoc.Prof. | - | Member |
| • Dr.R.Umamaheswari Asst. Prof. | - | Member |

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VIIT/ICC/2019/03/02**Dt: 16-03-2019**

Sub: Complaint letter M.Sree Manasa bearing Roll No.:18L31A0446. ECE Department dated 15-03-2019.

Ref: The committee appointed by Principal against the complaint number VIIT/ICC/03/01 and circular issued on 15-03-2019.

Minutes of the meeting – Internal Complaint Cell held on 16th March 2019

Internal Complaint Cell has conducted a meeting on 16-03-2019 at 2:00 pm in the Board room, VIIT to discuss the complaint vide ref. No.VIIT/ICC/2019/03/01 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 father of the student, Ms.M.Sree Manasa, I-B.Tech-ECE regarding her daughter was faced eve teasing and torturing with indiscipline behaviour in the canteen and campus by Mr.Ajay, II-B.Tech., ECE department. In a helpless situation she reported the incident to ICC Presiding Officer. Dr.Rojeena Mathew.

The committee summoned the complainant, Ms.M.Sree Manasa and inquired about the details of the issue. They conducted a thorough discussion to identify the root causes of the 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.

Later, the committee called Mr.K.Ajay 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.K.Ajay 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 16-03-2019 was observed by Presiding Officer of ICC- Dr. Rojeena Mathew and traced out the behaviour of K.Ajay in the campus and intimation has given to Principal.
2. It was identified that Mr.K.Ajay has intentionally harassed in canteen and campus. As a result, he was given a warning to refrain from repeating such behaviour.
3. He was counselled by Chairperson, Dr.B.Arundhati and Dr.A.Naga Jyothi, HOD-ECE and suggested Mr.K.Ajay do not involve in any such kind of issues and to focus on studies.
4. Additionally, Principal Dr. B. Arundhati suggested to the ICC members that they should interact with the class coordinators once a month.

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. Adilakshmi	Asst. Prof.	Member	
7	Dr.R.Umamaheswari	Assoc. Prof.	Member	
8	Dr.Rojeena Mathew	Assoc. Prof.	Member Secretary & Presiding Officer	


Member Secretary &
Presiding Officer




Chairperson
PRINCIPAL
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