

**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/2018/11 /1

Date: 22-11-2018

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	Chair Person
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. K.Sravanthi	Assistant Professor	Member
6	Mrs. R. Umamaheswari	Assistant Professor	Member
7	Mrs. S. Adilakshmi	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
PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-4'



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VIIIT/ICC/2018/09/1

Dt: 11-09-2018

NOTICE

It is here by informed to all the members of the Internal Complaint Committee to attend the meeting on 13th September 2018, 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
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy to:-

- | | | |
|-----------------------------------|---|--------------------------------------|
| • Dr. B. Arundhati, Assoc. Prof. | - | 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/2018/09/02

Dt: 13-09-2018

Sub: complaint letter by K. Manasa bearing Roll No. 17L3A0425 of ECE Department dated 11-09-2018.

Ref: The committee appointed by Principal against the complaint number VIIT/ICC/2018/09/01 and circular issued on 11-09-2018

Minutes of the meeting – Internal Complaint Cell held on 13th September 2018

Internal Complaint Cell has conducted a meeting on 13-09-22 at 2:00 pm in the Board room, VIIT to discuss the complaint vide ref. No.VIIT/ICC/11/09/01 and resolve the issue.

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

The complaint was received by the I/C of ICC from the parent K.Raju, F/o II-B.Tech-ECE student, K. Manasa that her daughter was mentally harassed by III-B.Tech student Mr.Nikhil by taking her mobile number and made access to get calls from some other unknown person who is out of the campus came to college and he tried to talk with her. In a helpless situation he reported the incident to ICC Presiding officer Dr.B.Arundhati.

- The committee called Ms.K. Manasa 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. Nikhil 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 and warned Mr.Nikhil and explained about the legal consequences of this complaint.

Action Taken:

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

1. CCTV footage dated 13-09-18 was observed by Presiding Officer of ICC- Dr.B. Arundhati and traced out the behaviour of Mr. Nikhil in the campus and intimation has given to Principal.
2. It was identified that Mr. Nikhil has not intentionally involved in this situation and asked K.Manasa contact number as her brother's friend forced to take number.
3. He was counselled by Dr.Ch.Narasimham, Principal, Dr. B. Arundhati, HOD-EEE and Dr.A. Naga Jyothi, HOD-ECE, and suggested Mr. Nikhil do not involve in any such kind of issues and to focus on studies.
4. I/C of security was also suggested by Dr.Ch.Narasimham, Principal and Mr.K.SundarRamam, 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	Assoc. Prof	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 .R.Umamaheswari	Assoc. Prof.	Member	
7	Mrs.S. Adilakshmi	Asst. Prof	Member	
8	Dr. Rojeena Mathew	Assoc. Prof.	Member Secretary & Presiding Officer	


Member Secretary &
Presiding Officer


Chairperson

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology
Beside: VSLZ, Duvvada, Vijaya Vittala