

**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/2020/08

Date: 01-08-2020

**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.

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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.



# VIGNAN's INSTITUTE OF INFORMATION TECHNOLOGY

(AUTONOMOUS)

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

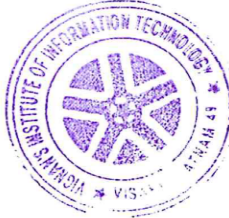
VIIT/ICC/2020/01/1

Dt: 24-01-2020

## Notice

It is here by informed to all the members of the Internal Complaint Committee to attend the meeting on 25<sup>th</sup> January 2020, Saturday, at Board Room by 2:00 pm to discuss an Indiscipline issue of IV-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.Adilakshmi, Asst. Prof.   | - | Member                             |
| • Dr.R.Umamaheswari Asst. Prof.   | - | Member                             |



**VIIT/ICC/2020/01/02**

**Dt: 25-01-2020**

**Sub:** Complaint letter by A. Sri Priyabearing Roll No. 16L31A03B9 of Mechanical Engg. dated 25-01-2020.

**Ref:** The committee appointed by Principal against the complaint number  
VIIT/ICC/2020/01/01 and circular issued on 24-01-2020

**Minutes of the meeting – Internal Complaint Cell held on 25<sup>th</sup> January 2020**

Internal Complaint Cell (ICC) meeting that took place on 25<sup>th</sup> January 2020 at 2:00 pm in the VIIT Board Room. The main purpose of this meeting was to address and resolve the complaint referenced as VIIT/ICC/2020/01/01.

The ICC Chairperson presented a detailed account of the complaint as follows:

A complaint was submitted by Ms. A. Sripriya, IV-B.Tech student of Mechanical Engg. She was mentally harassed by Mr.K.Adarsh, a fellow student from the IV-B.Tech ECE. The incident involved Mr. Adarsh capturing a video of Ms. Sripriya while she was waiting for the online exam at 4:30 pm on 24<sup>th</sup> January 2020. Finding herself in a distressing situation, Ms.Sripriya brought the matter to the attention of Dr. Rojeena Mathews, a Presiding Officer of the ICC.

- The committee called thecomplainer Ms.A.Sripriya 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,

- In response to the complaint, the Principal instructed the review of campus CCTV footage to understand the student behaviour on campus.
- She also suggested the department coordinators to monitor the students
- She recommended the department coordinators to monitor students' to avoid any such kind of issues in the campus.
- The Principal directly addressed Mr.K. Adarsh, issuing a warning against engaging in any such behaviour in the future.

Later, the committee called Mr.K.Adarsh and enquired about the facts of the issue and he has admitted that the above said allegations are true and also expressed that he is guilty of his actions.

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





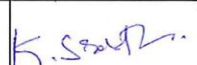

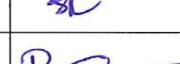
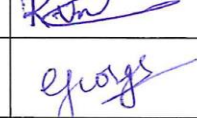



**Action Taken:**

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

1. The Presiding Officer of the ICC, Dr. Rojena Mathew, reviewed CCTV footage from 25<sup>th</sup> January 2020 to understand K.Adarsh's behaviour within the campus premises. By identifying his actions, an immediate intimation was given to the Principal.
2. It was identified that Mr.K.Adarsh has intentionally involved in this situation.
3. Mr. K. Adarsh was counselled by Dr. B. Arundhati, the Chairperson of the ICC and Dr.A.Naga Jyothi, HOD-ECE. He was advised not to involve in any such activities that could lead to such issues and was encouraged to prioritize his 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. Adilakshmi	Assoc. 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  
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