

### Internal Complaints Committee

Internal Complaints Committee (ICC) ICC has been constituted as per the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' as passed by the Parliament of India to provide protection against sexual harassment of women at workplace and redressal of associated complaints. This committee shall address sexual harassment issues faced by girl students/women staff inside the college premises. The committee is functional with the following members Committee for Prevention of Sexual Harassment (Academic Year 2024-25).

### Committee for Prevention of Sexual Harassment (Academic Year 2024-25)

Sr. No	Name	Designation	Email	Phone
1	Dr. CH.BHAVANNARAYANA	President	chbhagavan2000@gmail.com	9440040882
2	Ms.K.B.Sunitha	Coordinator	Sunitha555@gmail.com	8309768694
3	Ms.A.Satya Sri	Chief member	Satyasree1369@gmail.com	9177271369
4	Mr.V.V.SUBASH (Assoc. Prof. of CSE)	Member	veerendrasubash@gmail	9908856500
5	Mr.Y.SRINIVASA (Asst. Prof. of EEE)	Member	ceenu.kiet@gmail.com	9553130555
6	Bevara Vineetha (Third year, 216Q1A4508)	Student Member		7981247061
7	Mr.B.Sravani (Sr. Student III year CSE)	Student Member	prakashb@gmail.com	9347227044
8	Mr.Ch. Kishore (Student-I year CSD)	Student Member	ramkomarasai@gmail.com	9866283689
9	Mr.M.Varun (1 <sup>ST</sup> YEAR STUDENT )	Student Member	gantalahk@gmail.com	8798955776
10	Smt.DrY.VASANTHA KUMARI & VASANTHA (ADVOCATE)	Member	vasanthay@gmail.com	9240057484
11	Mr.V VENKAT RAMANA (NON-TEACHING )	Member	vramana@gmail.com	7207533345



## **Objectives:**

1. To prevent and address incidents of sexual harassment within the college.
2. To create an environment where individuals feel safe to report incidents of sexual harassment without fear of victimization.
3. To ensure compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
4. To promote gender equality, dignity, and respect for all members of the college community.
5. To provide support and assistance to victims of sexual harassment

## **Mechanism for Submission of complaints:**

An aggrieved person who is experiencing sexual harassment may follow the steps given below for redressal:

- Directly communicate to the harasser that he/she considers the behaviour inappropriate and that the conduct is unwelcome and wants it to stop.
- This must be stated very firmly and clearly.
- If the harassment persists, the aggrieved may report the situation to his/her Programme Coordinator/HoD/Principal respectively.
- The employee/student shall use the complaint mechanism and file a written complaint/ e-mail to the chairperson of the Committee for POSH.

## **Duties of the Cell:**

1. To ensure implementation of rules laid down in the college and other constituents to which it is applicable.
2. To process individual grievances concerning sexual harassment in the college departments/Administration and to recommend suitable action in the manner and mode as per the policy.
3. To exercise such other powers and perform such other duties which are allocated time to time.
4. To do all such acts and things as may be necessary to carry out the objects of these cell.



\*\*\* Circular \*\*\*

Circ/Prin/KIET-II/2024/01

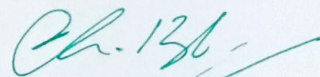
Date: 03 /05 /2024

Sub:-Internal complaints committee meeting to be held at Principal Office-Reg.

This is to inform that a meeting will be held for all the Internal complaints committee members along with HODs of all the Departments on 04-05-2024, 3:00 pm at Principal office, KIET-II, to discuss on the below mentioned Agenda.

**Agenda Points:**

1. Formation of guidelines for Internal complaints committee
2. To prevent and address incidents of sexual harassment within the college.
3. To create an environment where individuals feel safe to report incidents of sexual harassment without fear of victimization.
4. To ensure compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
5. To promote gender equality, dignity, and respect for all members of the college community.
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**PRINCIPAL**  
**PRINCIPAL**Kakinada Institute of Engineering & Technology-II  
KORANGI-533 461**Copy To :**

1. The Vice Principal
2. The HODs
3. The Members of the Committee
4. The Office
5. Students of the committee



\*\*\* File \*\*\*

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Date: 05 /05 /2024

**Sub:-** Internal complaints committee Minutes of Meeting at Principal Office-Reg.

A Meeting by Internal complaints committee along with HODs is conducted on 04/05/2024, 3:00 pm at Principal office, KIET-II.

The following Agenda points were discussed during the Meeting.

1. A promise to work for this cause was taken from all the members.
2. After a detailed discussion the committee members of the internal complaints committee was finalised.
3. A brief discussion with parents, students and faculty gave us their respective concerns.
4. The guidelines for the committee were set to action.
5. The following points constituted.

#### **Responsibilities of ICC**

6. Every company should have a safe and harassment-free workplace.
7. In the case of the complaint against POSH, the ICC is solely responsible to investigate without being bias.
8. The ICC is required to be vigilant to redress the sexual harassment complaints and resolves the same ASAP.
9. ICC is the sole authority to inquire about the complaints and make efforts to redress the same.
10. The Complaints of sexual harassment at a workplace corrode the persona of not only the complainant and the accused, but of the company and its goodwill as well.

#### **The main responsibility that lies with the IC is:**

11. Receive complaints of sexual harassment at the workplace
12. Initiate and conduct an inquiry as per the company's procedure
13. Submit findings and recommendations of all such inquiries
14. Coordinate with the Employer in implementing appropriate action
15. Maintain strict confidentiality throughout the process as per established guidelines of the Internal Complaints Committee Policy
16. Submit annual reports in the prescribed format as prescribed
17. The Internal Complaints Committee is required to be vigilant to redress the sexual harassment complaints and resolve the same ASAP.



**Conclusion:**

When the Internal Complaints Committee receives a complaint the first step is to conduct an inquiry into the complaint by calling all the concerned parties who have reported the complaint.

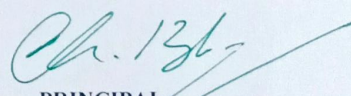
Thereafter, once an inquiry is over then based on the facts received from the concerned parties and evidence (documentary or otherwise) gathered, the Committee will frame its findings, which will be shared with the employer for further action.

The above are the important points considered in the meeting for the better administration.

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