



**ADITYA COLLEGE OF ENGINEERING**

*(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)*

Madanapalle -517325, Chittoor Dist., A.P.

[www.acem.ac.in](http://www.acem.ac.in)

**INTERNAL  
COMPLAINTS  
COMMITTEE  
(ICC)**

**CONSTITUTION, CIRCULARS  
AND MINUTES OF THE MEETING  
FOR THE ACADEMIC YEAR  
2022-23**



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Date: 02-06-2022

## INTERNAL COMPLAINTS COMMITTEE (ICC)

The Internal Complaints Committees (ICC) ON SEXUAL HARASSMENT OF WOMEN AT WORK PLACES of the institution was constituted in the college in 2017 in order to take care of the complaints of women staff members relating to gender discrimination and sexual harassment cases on the campus, as per the UGC guidelines.

### **Objectives of ICC:**

- ✧ To provide guidelines for the redress of grievances related to sexual harassment of female students, teaching and non-teaching women staff of the college.
- ✧ To prevent sexual harassment and to promote the general well-being of female students and staff of the college.
- ✧ To provide appropriate environment towards women at work places or study places.

### **Methods:**

- ✧ The ICC is committed to creating a campus free from gender-based discrimination and sexual harassment or assault.
- ✧ The ICC provides guidelines for the redressal of sexual harassment of female staff and students of the college. In this regard, the ICC conducts awareness programme every year about what constitute sexual harassment.
- ✧ ICC ensures that victims and respondents are not to be discriminated or suffered from complaints.
- ✧ The ICC is empowered to take Suo-motto notice of incidents of sexual harassment and gender injustice in the institute campus and act against the same in manner as it deems appropriate.



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## The Mechanism for redressal of Internal Complaints:

- ⊛ Any aggrieved student or women may make a complaint in writing or oral of sexual harassment at college to the Internal Committee or Anti Sexual Harassment Committee.
- ⊛ The committee makes proper investigation. Both victims and eye witness are not neglected or discriminated or not suffered for their complaints.
- ⊛ Any complaints in writing or oral are documented in complaints register and maintained with confidential.
- ⊛ The cell may recommend the following minor penalties on person found guilty of sexual harassment.
  - ▲ Warning (infront of the parents in case of refrain)
  - ▲ Written apology
  - ▲ Bond of good behaviour
  - ▲ Debarring entry into campus and hostel
  - ▲ Suspensions from attending classes for a specified period of time
  - ▲ Withholding of results
  - ▲ The culprit would be penalized according to the stated norms and seek apologies as such
- ⊛ Any minor (women's grievances) or sexual harassment cases are sorted out by the anti-sexual harassment committee and in case of major and complicated cases are referred to the management through the principal for the appropriate action against the culprits.



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## Internal Complaints Committee (ICC) constituted for the Year 2022-23:

S.No.	Name of the Member	Designation	Role in the Committee
1.	Smt. V. Nalini	Assistant Professor, Department of ME	Chairperson
2.	Dr. Jagadeesh	Associate Professor, Department of ECE	Member
3.	Dr. R. Mahammad Shafi	Associate Professor, Department of AI & DS	Member
4.	Smt. N. Ajitha	Assistant Professor, Department of H & S	Member
5.	Smt. C. K. Hemantha Lakshmi	Assistant Professor, Department of ECE	Member
6.	Mr. Shaik Jafar Sharif	Assistant Professor, Department of EEE	Member
7.	Ms. P. Mounika	Assistant Professor, Department of AI & DS	Member
8.	Smt. R. Nivedha	Assistant Professor, Department of CSE	Member
9.	Ms. K. Rehana	Assistant Professor, Department of CE	Member
10.	Sri. Pasala Chandra Sekhar	NGO	Member
11.	Ms. G. Rekha	II B.Tech – CSE	Member
12.	Ms. E. Madhusree	II B.Tech – CAI	Member
13.	Mr. G. Mahesh	II B.Tech – ECE	Member

**PRINCIPAL**

Principal

Aditya College of Engineering,  
Madanapalle - 517325



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Ref. No.: ACEM/ICC/CIR/2022-23/06

Date:03-06-2022

## CIRCULAR

All the Internal Complaints Committee Members are requested to attend a Meeting on 05-06-2022 (i.e. Monday) at 4:00 PM in the Room No. 114.

### Agenda:

- Constitution of Internal Complaints Committee
- Conduct of programmes for girl students
- Suggestions

**Chairperson  
Internal Complaints Committee**

### Copy To:

- All HODs
- All Committee Members
- File



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## MINUTES OF THE MEETING

OF INTERNAL COMPLAINTS COMMITTEE HELD ON 05-06-2022

Time : 4:00 PM  
Venue : Room No. 114

### Members Present:

S.No.	Name of the Member	Designation	Role in the Committee
1.	Smt. V. Nalini	Assistant Professor, Department of ME	Chairperson
2.	Dr. Jagadeesh	Associate Professor, Department of ECE	Member
3.	Dr. R. Mohammad Shafi	Associate Professor, Department of AI & DS	Member
4.	Smt. N. Ajitha	Assistant Professor, Department of H & S	Member
5.	Smt. C. K. Hemantha Lakshmi	Assistant Professor, Department of ECE	Member
6.	Mr. Shaik Jafar Sharif	Assistant Professor, Department of EEE	Member
7.	Ms. P. Mounika	Assistant Professor, Department of AI & DS	Member
8.	Smt. R. Nivedha	Assistant Professor, Department of CSE	Member
9.	Ms. K. Rehana	Assistant Professor, Department of CE	Member
10.	Sri. Pasala Chandra Sekhar	NGO	Member
11.	Ms. G. Rekha	II B.Tech – CSE	Member
12.	Ms. E. Madhusree	II B.Tech – CAI	Member
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Points discussed and resolutions made are given below:

**Smt. V. Nalini**, Chairperson addressed the Meeting.

1. ACEM has constituted Internal Complaints Committee as per the UGC Regulation (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions)
2. The members agreed in consensus that programmes should be organized to educate students about the provisions in law for protection of girls. Smt. V. Nalini expressed her opinion that workshop on self-defence should be conducted for all the girl students and all the members agreed.
3. As there were no other points for discussion, the meeting was concluded with a vote of thanks by Smt. V. Nalini.

**Chairperson**  
**Internal Complaints Committee**



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## ACTION TAKEN REPORT

Date: 15-06-2022

S.NO	Action Point	Action taken
1.	Constitution of Internal Complaints Committee	Internal Complaints Committee has been Constituted as per the UGC Regulation (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions)
2.	Educate students about the provisions in law for protection of girls.	Programmes were organized to educate students about the provisions in law for protection of girls. Self-defence conducted for all the girl students





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Ref. No.: ACEM/ICC/CIR/2022-23/09

Date:02-12-2022

## CIRCULAR

All the Internal Complaints Committee Members are requested to attend a Meeting on 04-12-2022(i.e. Monday) at 3:00 PM in the Room No. 114.

### Agenda:

- Awareness Programmes for both girls and boys
- Other issues like gender sensitization

**Chairperson  
Internal Complaints Committee**

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## MINUTES OF THE MEETING OF INTERNAL COMPLAINTS COMMITTEE HELD ON 04-12-2022

Time : 3:00 PM  
Venue : Room No. 114

### Members Present:

S.No.	Name of the Member	Designation	Role in the Committee
1.	Smt. V. Nalini	Assistant Professor, Department of ME	Chairperson
2.	Dr. Jagadeesh	Associate Professor, Department of ECE	Member
3.	Dr. R. Mahammad Shafi	Associate Professor, Department of AI & DS	Member
4.	Smt. N. Ajitha	Assistant Professor, Department of H & S	Member
5.	Smt. C. K. Hemantha Lakshmi	Assistant Professor, Department of ECE	Member
6.	Mr. Shaik Jafar Sharif	Assistant Professor, Department of EEE	Member
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Points discussed and resolutions made are given below:

- **Smt. V. Nalini**, Chairperson addressed the Meeting.
- **Smt. N. Ajitha**, Member presented the Minutes of the previous meeting.
- Smt. V. Nalini expressed that there is a smooth and friendly relationship among boys and girls in International women's day celebration.
- The Chairperson appreciated and congratulated all the members for involving both boys and girls in the celebrations of International women's day celebration.
- Smt. V. Nalini suggested that Women's Empowerment Cell should take initiative in organizing programmes involving both boys and girls and there should be a series of activities that emphasizes on gender equality and gender sensitization.

**Chairperson  
Internal Complaints Committee**



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## ACTION TAKEN REPORT

Date: 14-12-2022

S.NO	Action Point	Action taken
1.	Organizing Programmes through Women's Empowerment Cell	Women's Empowerment Cell organized programmes emphasizing on gender equality and gender sensitization.