



Internal Complaint Committee

SANK/ICC/2023-24/2

27.02.2024

Circular

The Internal Complaint Committee Meeting is scheduled to be held on 28.02.2024 in board room at 02:00 PM. All Members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee which aims at mainstreaming of women in all-round development and thus achieve a holistic and life-cycle approach to women's betterment.

Agenda Points

1. Briefing on Internal Complaint Committee objectives, responsibilities and checklist
2. Review of Reported Complaints if any
3. Any other related issues

Convener

Copy to:

1. All the members of the committee.
2. All HoDs.
3. Office File

Principal

PRINCIPAL
AUDISANKARA COLLEGE OF
ENGINEERING & TECHNOLOGY
(AUTONOMOUS)
GUDUR, TIRUPATI DT. (A.P.)



Internal Complaint Committee

Minutes of the Meeting

Venue: Board Room- Main Block

Date & Time: 28.02.2024

The Internal Complaint Committee convener along with its members assembled in in board room at 02:00 PM on 28.02.2024 to discuss about any issues (both personal and studies related). The following members are present during the meeting.

The convener welcomed the gathering for the meeting and initiated discussion on the following agenda points:

- Smooth functioning of the college with respect to safety issues of womens stake holders was found satisfactory as informed since there is no complaints of sexual harassment were reported or recorded.
- The roles and responsibilities of the faculty members were discussed.
- Students are motivated to report about any issues of gender disparity.
- Students are advised to use the social networks safely.
- The members decided to organize awareness programs/video Sessions for women employees and girl students in the month of April 2024.
- Member Secretary thanked the all the members for their active participation and suggestions.

Members Present: List Attached





S.No	Name of the Member	Designation/De partment	position	Signature
1.	Dr.N.Penchalaiah	Professor-CSE	Chairperson	
2.	Dr.G.Chenchu Krishnaiah	Professor-ECE	Member	
3.	Mr.G.Hari Krishna	Asst.Professor-FME	Member	
4.	Mr.G.Rathnaiah	Asst.Professor-EEE	Member	
5.	Mrs.P.Sruthi	Asst.Professor-CIVIL	Member	
6.	Mr.A.Guru Pradeep	Asso. Professor-MECH	Member	
7.	Mrs.E.Lakshmi Devi	Non-Teaching-ECE	Member	



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8.	Mr.Ch.Tirumala Rao	Non-Teaching-MECH	Member	
9.	Mr.M.Dileep	Student-CSE(AI)	Member	
10.	Mr.M.Kalyan Reddy	Student-EEE	Member	
11.	Ms.Mannam Pavani	Student-CSE	Member	


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Internal Complaint Committee

SANK/IC/2023-24/1

06.09.2023

Circular

The internal Complaint Committee Meeting is scheduled to be held on 07.09.2023 in board room at 02:00 PM. All Members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee which aims at mainstreaming of women in all-round development and thus achieve a holistic and life-cycle approach to women's betterment.

Agenda Points

- Announcement of Internal Committee constitution
- Briefing on internal Committee objectives
- Review of Reported Complaints if any
- Discussion on Roles and Responsibilities
- Any other related issues

Convener

Copy to:

1. All the members of the committee.
2. All HoDs.
3. Office File

Principal

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Internal Complaint Committee

Minutes of the Meeting

Venue: Board Room- Main Block

Date & Time: 07.09.2023

The Internal Complaint Committee convener along with its members assembled in in board room at 02:00 PM on 07.09.2023 to discuss about any issues (both personal and studies related). The following members are present during the meeting.

The convener welcomed the gathering for the meeting and initiated discussion on the following agenda points:

- Convener briefed on college internal complaints committee
- Circular displayed in all notice boards in every department with the necessary phone contact numbers.
- The committee has not recorded any issues pertaining to harassment in the campus.
- The faculty member thanked each of the members for attending the meeting.

S.No.	Name of the Member	Designation/Department	position	Signature
1.	Dr.N.Penchalaiah	Professor-CSE	Chairperson	
2.	Dr.G.Chenchu Krishnaiah	Professor-ECE	Member	
3.	Mr.G.Hari Krishna	Asst.Professor-FME	Member	
4.	Mr.G.Rathnaiah	Asst.Professor-EEE	Member	
5.	Mrs.P.Sruthi	Asst.Professor-CIVIL	Member	
6.	Mr.A.Guru Pradeep	Asso. Professor-MECH	Member	
7.	Mrs.E.Lakshmi Devi	Non-Teaching-ECE	Member	
8.	Mr.Ch.Tirumala Rao	Non-Teaching-MECH	Member	
9.	Mr.M.Dileep	Student-CSE(AI)	Member	
10.	Mr.M.Kalyan Reddy	Student-EEE	Member	
11.	Ms.Mannam Pavani	Student-CSE	Member	



Action Taken Report

- Internal committee is constituted with the following members for the academic year 2023- 2024.

S.No.	Name of the Member	Designation/Department	position
1.	Dr.N.Penchalaiah	Professor-CSE	Chairperson
2.	Dr.G.Chenchu Krishnaiah	Professor-ECE	Member
3.	Mr.G.Hari Krishna	Asst.Professor-FME	Member
4.	Mr.G.Rathnaiah	Asst.Professor-EEE	Member
5.	Mrs.P.Sruthi	Asst.Professor-CIVIL	Member
6.	Mr.A.Guru Pradeep	Asso. Professor-MECH	Member
7.	Mrs.E.Lakshmi Devi	Non-Teaching-ECE	Member
8.	Mr.Ch.Tirumala Rao	Non-Teaching-MECH	Member
9.	Mr.M.Dileep	Student-CSE(AI)	Member
10.	Mr.M.Kalyan Reddy	Student-EEE	Member
11.	Ms.Mannam Pavani	Student-CSE	Member

Convener briefed on college internal complaints committee

- Objectives**

1. To create awareness amongst female students and faculty about the problems faced by women of all levels due to gender issues.
2. To create an environment of gender justice where men and women work together with a sense of personal security and dignity.
3. To disseminate knowledge about rights and laws related to women.
4. To create a sense of responsibility in the students and have healthy study and work culture in all schools of the University.
5. To enhance the self-esteem and self-confidence of girl students, women faculty and staff in the institute



- **Key Responsibilities**

To effectively address workplace sexual harassment complaints, a Complaints Committees must first be aware of their key responsibilities, some of which are highlighted below:

1. Be thoroughly prepared
2. Know the Act, Policy and/or relevant Service Rules
3. Gather and record all relevant information
4. Determine the main issues in the complaint
5. Prepare relevant interview questions
6. Conduct necessary interviews
7. Ensure parties are made aware of the process and their rights/responsibilities within it
8. Analyze information gathered
9. Prepare the report with findings/recommendations

- **Complaints Committee's Checklist**

1. Review the written complaints and response to complaints
2. Review the applicable policy, the Act/Rules, Vishaka Guidelines and other relevant laws
3. Develop a plan
4. Meet with the complainant
5. Meet with the respondent
6. Meet with the witnesses
7. Record statements and have them dated and signed
8. Review and adapt the plan, as needed
9. Proceed with further interviews, as needed
10. Analyze all the facts to develop reasoning
11. Arrive at the findings
12. Give recommendations



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