



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem

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Ref: ACET / ICC / 2016-17 / CO

Date: 03-11-2016

Internal Complaints Committee – Convening Order

AY 2016 – 2017

As per the guidelines of Supreme Court, UGC, Section 4 SHW act 2013 and AICTE Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016 Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions, Aditya College of Engineering and Technology, Surampalem initiated an Internal Complaints Committee (ICC).

The Committee is formed with the following members for the academic year 2016-17. The objective of the constitution of the committee is to redress the complaints made with regard to sexual harassment. The committee members have to take charge within a week and are also responsible for framing mechanisms for the prevention of sexual harassment of women at the workplace.

S.No	Name of the Committee Members	Designation	Position
1	Mrs B V Vijayasri	Assoc. Professor	Presiding Officer
2	Mrs D Haritha	Asst. Professor	Coordinator-1
3	Mrs K Kalyani	Asst. Professor	Coordinator-2
4	Ms Sridevi	NGO	Member
5	Mr. K Srinivasa Rao	Lab Technician	Member
6	Ms. G Gowri	Lab Technician	Member
7	D Madhuri (13P31A0476)	Student	Member
8	G D Divya Tejasri (14P31A0221)	Student	Member
9	N Akhil (14P31A0538)	Student	Member

Copy to:

1. All member of the Committee
2. IQAC

Principal

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Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref: ACET/ICC/2016-17/Circular/1

Dated: 5/11/2016

CIRCULAR

This is to inform all the ICC members to gather in ACET Seminar Hall, Visvesvaraya Bhavan on 07/11/2016 at 2.30 PM to discuss the action plan for the academic year 2016-17.

Agenda of the Meeting:

1. The objective for the constitution of ICC.
2. Plan to create the mechanism of redressal towards ICC grievance.
3. Plan to conduct various awareness programs on gender sensitization and prevention of sexual harassment.


ICC Presiding Officer

CC to: All the ICC Members


Principal

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Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref: ACET/ICC/2016-17/MOM/1

Dated: 07/11/2016

Minutes of Meeting of ICC

Date of meeting: 07th November 2016

Venue : ACET Seminar Hall, Visvesvaraya Bhavan

Reference : ACET/ICC/2016-17/Circular/1 dated 5/11/2016

Agenda of the Meeting:

1. The objective for the constitution of ICC.
2. Plan to create the mechanism of redressal towards ICC grievance.
3. Plan to conduct various awareness programs on gender sensitization and prevention of sexual harassment.

Minutes:

1. The ICC presiding officer introduced the members of the ICC along with the purpose behind the constitution of the committee.
2. Discussed organizing orientation about ICC among the female employees of the institute.
3. Discussed conducting various awareness programs on the prevention of sexual harassment.
4. Discussed the preparation of mechanism of redressal towards ICC grievance.

The following members attended the meeting:

S.No.	Name of the Committee Members	Designation	Position	Signature
1	Mrs B V Vijayasri	Assoc. Professor	Presiding Officer	
2	Mrs D Haritha	Asst. Professor	Coordinator-1	
3	Mrs K Kalyani	Asst. Professor	Coordinator-2	
4	Ms Sridevi	NGO	Member	
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ICC Presiding Officer



Aditya College of Engineering & Technology

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Ref: ACET/ICC/2016-17/Circular/2

Dated: 22/06/2018


CIRCULAR

This is to inform all the ICC members to gather in ACET Seminar Hall, Visveswaraya Bhavan on 26/06/2018 at 2.30 PM to discuss the General Report for the academic year 2016-17. All the members are requested to attend the meeting without fail.

Agenda of the Meeting:

1. Closure of the academic year 2016-17
2. Presenting Annual General Report for the academic year 2016-17.


ICC Presiding Officer


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CC to: All the ICC Members


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Ref: ACET/ICC/2016-17/MOM/2

Dated: 26/06/2017

Minutes of Meeting of ICC

Date of meeting: 26th June 2017

Reference : ACET/ICC/2016-17/Circular/2 dated 22/06/2017

Agenda of the Meeting:

1. Closure of the academic year 2016-17
2. Presenting Annual General Report for the academic year 2016-17.

Minutes:

1. The Presiding Officer welcomed all the members of the committee and applauded everyone for the efforts made by each for the smooth conduction of the events throughout the year.
2. The Presiding officer presented the annual general report.
3. No Grievances were filed in this academic year.

The following members attended the meeting:

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Annual Report of ICC for the academic year 2016-17

Sl.no	Particulars	Information
1	Number of complaints on sexual harassment received in the year	0
2	Number of complaints disposed off during the year	0
3	Number of cases pending for more than 90 days	0
4	Number of events/ awareness programmes organized to create awareness against sexual harassment conducted during the year	3
5	Nature of action	-

ICC Presiding Officer

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INTERNAL COMPLAINTS COMMITTEE (ICC)

LIST OF PROGRAMS CONDUCTED

ACADEMIC YEAR 2016-17

S.No	Name of the event	Date	Resousce Person	No.of.Participants
1	Awareness program on "PoSH "	26-11-2016	Dr.N.Rajeshwar rao	60
2	Awareness program on " Fundamental Rights of women"	22-12-2016	Mrs.P.Swarnalatha	45
3	Debate on "Girl Child Education"	28-01-2017	Mrs.Vasantha	30


ICC Presiding Officer





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INTERNAL COMPLAINTS COMMITTEE (ICC)

Budget Spent on Programs conducted

ACADEMIC YEAR 2016-17

S.No	Name of the event	Date	Budget Spent
1	Awareness program on "PoSH "	26-11-2016	Rs 3000/-
2	Awareness program on " Fundamental Rights of women"	22-12-2016	Rs 3000/-
3	Debate on "Girl Child Education"	28-01-2017	Rs 1000/-

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Report on Awareness program on “POSH”

Date: 26/11/2016

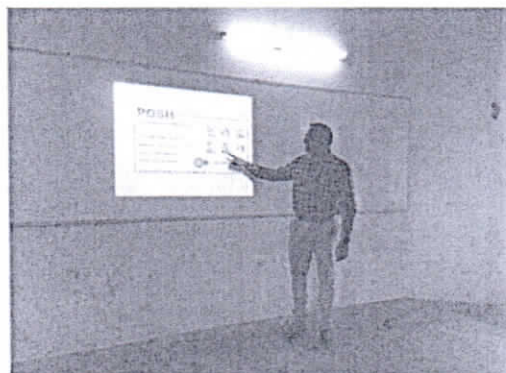
Venue: Room no 119, Visveswaraya Bhavan

No of Participants: 60

Name of Chief Guest: Dr. N. Rajeswararao

An awareness program was conducted on “POSH” on 26th November 2016 at Visveswaraya bhavan. The Chief Guest was Dr.N.Rajeswararao . The Session covered basic topics like 'What is sexual harassment?' and various actions that may be categorized as sexual harassment. And also discussed in detail on various duties of the individual to curb harassment and shows how the redress mechanism works to handle sexual harassment complaints. Many instances of workplace violence occur out of sight of the general public, in one-on-one situations, resulting in emotional rather than physical injury to the victim, and produce extensive costs both for employers and for the victim. He discussed the two principal types of sexual harassment in the workplace as 'quid pro quo' harassment and the creation of a hostile working environment. Quid pro quo (meaning 'this for that') harassment refers to a demand by a person in authority for sexual favors in order to obtain or maintain certain job benefits. It forces workers to choose between giving in to sexual demands or losing employment benefits. This is also referred to as 'sexual blackmail.' The second type of sexual harassment can have adverse effect on the work environment. Guest concluded the session by recommending

1. Implementation of strong mechanism for timely redressal of sexual harassment.
2. Conduction of awareness programs to make staff & students aware of prohibition & prevention of sexual harassment.



ICC Presiding Officer



Report on Awareness program on “POSH”

Date: 26/11/2016

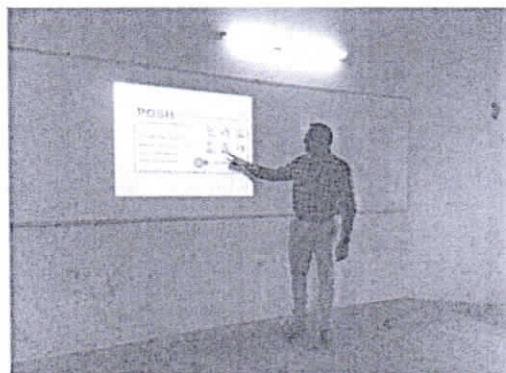
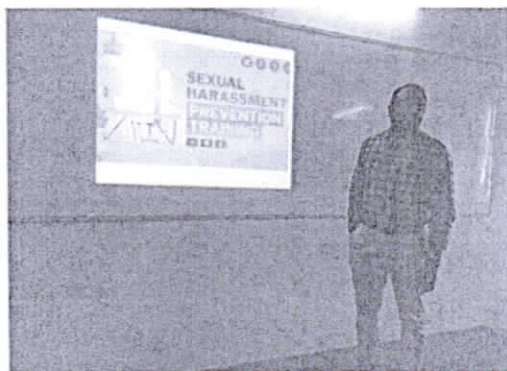
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Report on Awareness program on "Fundamental Rights of Women"

Date: 22-12-2016

Venue: Room no 103, Visveswaraya Bhavan

No of Participants: 50

Name of Chief Guest: Mrs. P Swarnalatha

Internal Complaints Committee organized an awareness program on "Fundamental Women Rights" on 22nd December 2016 at Visveswaraya Bhavan. Mrs. Swarnalatha is invited as a chief guest and she emphasized that many organizations and governments worldwide focus on improving the status of women and girls. She concluded the session by discussing the rights of women like Women have the right against indecent representation, Women have the right against being stalked, Women have a right to Zero FIR, Women have the right to register virtual complaints, women have the right to get free legal aid. The session is ended by felicitating the guest of the day.



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Report on Debate on “Girl Child Education”

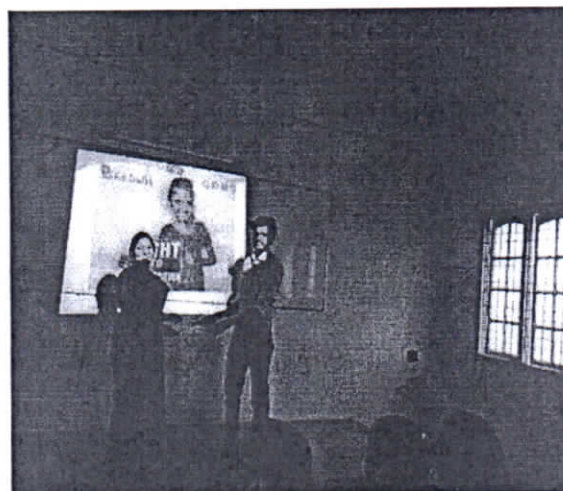
Date: 28/01/2017

Venue: Room no 117, Visvesvaraya Bhavan

No of Participants: 30

Name of Chief Guest : Mrs.Vasanth, Associate Professor

Internal Complaints Committee conducted a debate competition on “Girl Child Education” on 28th Jan 2017 at Room no 117, Visvesvaraya Bhavan for II B.Tech of students of all branches. Mrs.Vasanth, Associate Professor of ECE, ACET acted as a judge. Nearly, 30 students were participated in this event. The students discussed various points on the long-term benefits of girl education which can help society grow holistically and lead to true women empowerment. The judge of the event also spoke some words about the girl child education and also she stated that educated girl grow up to become educated women who can play an important role in the development of the society. The students were participated actively. Later, the debate competition was ended by distributing prizes to the winners.




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