



# Aditya College of Engineering & Technology

( Permanently Affiliated to JNTUK Kakinada, Approved by AICTE – New Delhi, Accredited by NAAC – UGC )

Recognized by UGC under section 2(f) & 12(B) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET / ICC / 2017-18 / CO

Date: 04-07-2017

## Internal Complaints Committee – Convening Order

AY 2017 – 2018

### Notice

As per the guidelines of AICTE, Aditya College of Engineering and Technology, Surampalem constituted an Internal Complaints Committee (ICC). The ICC is revised with the following members for the academic year 2017-18. The committee members have to take charge within a week and request to prepare an action plan for the current academic year.

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	M Geetha Divya (14P31A0532)	Student	Member
8	A Devi Divya (15P31A04C1)	Student	Member
9	S Satya Bhaskar (15P31A0352)	Student	Member

Copy to:

1. All member of the Committee
2. IQAC

Principal

PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALEM- 533 437

PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALEM- 533 437



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref: ACET/ICC/2017-18/Circular/1

Dated: 7/07/2017

## CIRCULAR

This is to inform all the ICC members to gather in ACET Seminar Hall, Visvesvaraya Bhavan on 10/07/2017 at 2.30 PM to discuss the action plan for the academic year 2018-19.

### Agenda of the Meeting:

1. Introduce new members of the committee.
2. Plan to conduct various awareness programs on gender sensitization and prevention of sexual harassment.
3. Publicizing the mechanism of ICC at various places on campus

  
ICC Presiding Officer

CC to: All the ICC Members

  
Principal

PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALAM- 533 437

  
PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALAM- 533 437



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref: ACET/ICC/2017-18/MOM/1

Dated: 10/07/2017

## Minutes of Meeting of ICC

Date of meeting: 10<sup>th</sup> July 2017

Venue : ACET Seminar Hall, Visvesvaraya Bhavan

Reference : ACET/ICC/2017-18/Circular/1 dated 7/07/2017

### Agenda of the Meeting:

1. Introduce new members of the committee.
2. Plan to conduct various awareness programs on gender sensitization and prevention of sexual harassment.
3. Publicizing the mechanism of ICC at various places on the campus.

### Minutes:

1. The Presiding officer introduced the new student members and the importance of ICC was explained along with the mechanism of working.
2. Decided to plan a tentative event calendar for the year on gender sensitization & prevention of sexual harassment.
3. Discussed publicizing the mechanism of ICC at various places on the campus.
4. Orientation of the ICC working mechanism to be given to first-year students.

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	
5	Mr. K Srinivasa Rao	Lab Technician	Member	
6	Ms. G Gowri	Lab Technician	Member	
7	M Geetha Divya (14P31A0532)	Student	Member	
8	A Devi Divya (15P31A04C1)	Student	Member	
9	S Satya Bhaskar (15P31A0352)	Student	Member	

ICC Presiding Officer

PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALM



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref: ACET/ICC/2017-18/Circular/2

Dated: 9/06/2018

## CIRCULAR

This is to inform all the ICC members to gather in ACET Seminar Hall, Visveswaraya Bhavan on 11/06/2018 at 2.30 PM to discuss the General Report for the academic year 2018-19. All the members are requested to attend the meeting without fail.

Agenda of the Meeting:


1. Closure of the academic year 2017-18
2. Presenting Annual General Report for the academic year 2017-18.

  
ICC Presiding Officer

  
Principal

**PRINCIPAL**  
Aditya College of  
Engineering & Technology  
SURAMPALAM- 533 437

CC to: All the ICC Members

  
**PRINCIPAL**  
Aditya College of  
Engineering & Technology  
SURAMPALAM- 533 437





# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref: ACET/ICC/2017-18/MOM/2

Dated: 11/06/2018

## Minutes of Meeting of ICC

Date of meeting: 11<sup>th</sup> June 2018

Reference: ACET/ICC/2017-18/Circular/2 dated 09/06/2018

### Agenda of the Meeting:

1. Closure of the academic year 2017-18
2. Presenting Annual General Report for the academic year 2017-18

### Minutes:

1. The Presiding Officer appreciated the efforts made by ICC committee members for creating awareness among the female staff & students.
2. The Presiding officer presented the annual general report about the various events conducted by the committee in the past year.
3. No Grievances were filed in this academic year.

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	MsSridevi	NGO	Member	
5	Mr. K Srinivasa Rao	Lab Technician	Member	
6	Ms. G Gowri	Lab Technician	Member	
7	M GeethaDivya (14P31A0532)	Student	Member	
8	A Devi Divya (15P31A04C1)	Student	Member	
9	S Satya Bhaskar (15P31A0352)	Student	Member	

ICC Presiding Officer

PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALAM- 533 437




# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

## Annual Report of ICC for the academic year 2017-18

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	6
5	Nature of action	-

  
ICC Presiding Officer

  
PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALAM- 533 437



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

## INTERNAL COMPLAINTS COMMITTEE (ICC)

### LIST OF PROGRAMS CONDUCTED

ACADEMIC YEAR 2017-18

S.No	Name of the event	Date	Resousce Person	No.of.Participants
1	Program on Inner Excellence	10.07.2017	Dr. K.Shailaja Rao	47
2	Debate on " How to prevent sexual harrasement"	18.07.2017	Mrs. C. Lalitha	30
3	Program on Self Confidence & Stress Management	15.07.2017	Mr. T. Rama Krishna	58
4	Seminar on " Fundamental Women Rights"	10-10-2017	Mrs. Sarwani	50
5	A Quiz Competition on Legal Rights for Women	06-10-2017	Mr. T. Anjaiah	40
6	Essay writing competition on the topic of "Role of Indian Women in the world today	08-03-2017	Dr.R.V.S. Lalitha	25

  
ICC Presiding Officer

  
PRINCIPAL  
Aditya College of Engineering  
& Technology  
SURAMPALAM-533437



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

## INTERNAL COMPLAINTS COMMITTEE (ICC)

### Budget Spent on Programs conducted

ACADEMIC YEAR 2017-18

S.No	Name of the event	Date	Budget Spent
1	Program on Inner Excellence	10.07.2017	Rs 3000/-
2	Debate on " How to prevent sexual harrasement"	18.07.2017	Rs 1000/-
3	Program on Self Confidence & Stress Management	15.07.2017	Rs 900/-
4	Seminar on " Fundamental Women Rights"	10-10-2017	Rs 3000/-
5	A Quiz Competition on Legal Rights for Women	06-10-2017	Rs 1500/-

  
ICC Presiding Officer

  
PRINCIPAL  
Aditya College of Engineering  
& Technology  
SURAMPALAM-533437





# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

## Report on Awareness program - "Inner Excellence"

**Date:** 10/07/2017

**Venue:** Room No.201, C.V.RAMAN Bhavan

**No of Participants:** 47

**Name of Chief Guest:** Mrs. K.Shilaja Rao

Internal complaints Committee was conducted an awareness program on "Inner Excellence" for II year students. In this event 47 students of different branches were participated. Mrs. S.Vani, Assistant professor of EEE invited the chief guest Mrs.K.Shailaja Rao, Associate Professor, Aditya Global Business School. She is soft skills trainer and she conducts orientation programs for students & faculty. She intoned that Inner Excellence is a key objective for career success. She explained various steps to follow for inner excellence. They are Discipline, Commitment, and Emotional Balance. She said that "Train Your Mind for Extraordinary Performance to enjoy fruitful Life". The students were actively interacted with the students. The guest of the honored by Mr. Rajesh, HOD of EEE department and the program ended by the Vote of Thanks by Mrs.S.Vani.

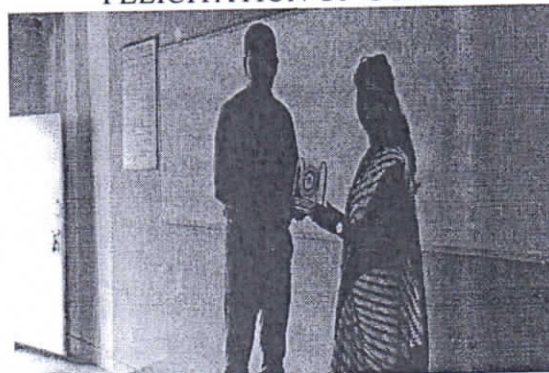
### INTRODUCTION



### INTERACTION WITH STUDENTS



### FELICITATION OF GUEST



  
ICC Presiding Officer

  
PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALAM- 533 437



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

## A Report on "Self Confidence and Stress Management"

**Event Name:** Awareness Program on "Self Confidence and Stress Management"

**Speaker of the Event:** Mr. T. Ramakrishna

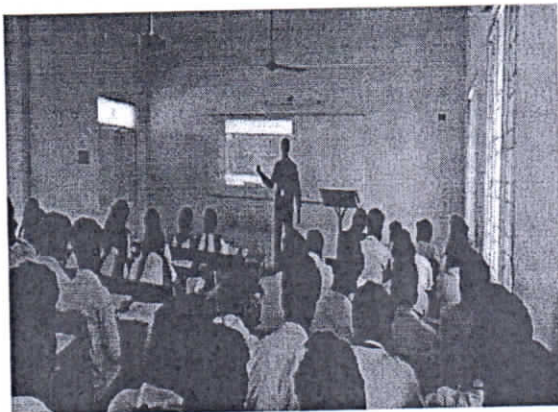
**Venue:** Room no 207, Vishveswaraya Bhavan

**Year of students:** II and III year ECE, CSE, Mech and EEE students

**Date:** 15-07-2017

**No of students enrolled:** 58

Counseling Committee was conducted an awareness program on Self Confidence and Stress Management to motivate students to deal with stress and stay focused for II, III year students. In this event 58 students participated and speaker discussed that one great lecture that enables us to control thoughts and have a balanced and attentive mind control. To be leaders and advance professionally in today's world, one needs be strong enough to deal with stress and stay focused. She mentioned about benefits of Mind control and emotional balance. All students have participated very actively and enjoyed the session.



  
ICC PRESIDING OFFICER

  
PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALAM- 533 437





# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

## Report on Debate Competition on “How to Prevent Sexual Harassment”

**Date:** 18/07/2017

**Venue:** Room no 114 , Visveswaraya Bhavan

**No of Participants:** 30

**Name of Chief Guest :** Mrs. Ch. Lalitha, Associate Professor

A Debate Competition is conducted by Internal Compliants Committee on “How to Prevent Sexual Harassment ” on 18<sup>th</sup> Jul 2017 at Room no 114, Visveswaraya Bhavan for III Btech Students. Mrs. Ch. Lalitha, Associate Professor, ACET is acted as a judge. Total 30 students are participated in this competition. The guest discussed regarding some major steps to prevent sexual harassment. Some of the students focused on the preventive measures to be taken to create awareness among the students regarding prevention of sexual harassment issues and monitoring of the work place to ensure compliance with its sexual harassments policies. Then students gave their opinions on how to prevent sexual harassment and actively participated in debate competition. The judge distributed prizes to the winners of the competition.



ICC Presiding Officer

**PRINCIPAL**  
Aditya College of Engineering  
& Technology  
SURAMPALAM-533437



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

## A Report on NATIONAL COMMISSION FOR WOMEN-QUIZ COMPETITION ON LEGAL RIGHTS FOR WOMEN

**Event Name:** A QUIZ COMPETITION ON LEGAL RIGHTS FOR WOMEN

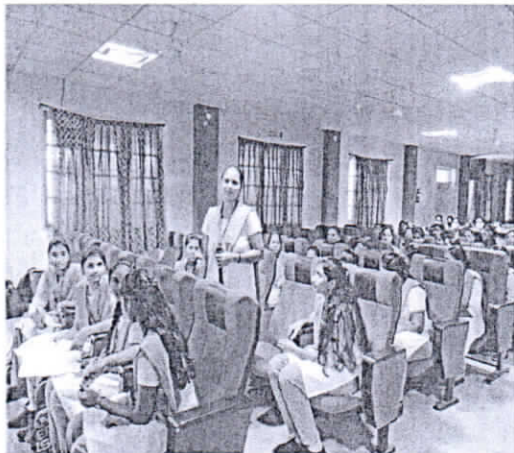
**Venue:** Seminar hall, ground floor, Visveswaraya Bhavan

**Year of students:** II, III-year ECE, CSE, Civil and EEE students

**Date:** 06-10-2017

**No of students enrolled:** 40

Internal Complaints Committee conducted a program, A Quiz Competition On Legal Rights For Women for II and III-year students. In this event 40 students participate. The quiz is based on legal rights for women and challenges faced by women. International studies demonstrate that when the economy and political organization of a society change, young women (girls) take the lead in helping the family adjust to new realities and challenges.



All students have participated very actively and enjoyed the session.

Students participated in quiz in seminar hall at Visveswaraya Bhavan.

ICC Presiding Officer

**PRINCIPAL**  
Aditya College of Engineering  
& Technology  
SURAMPALAM-533437





# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

## Report on Awareness program on “Fundamental Women Rights”

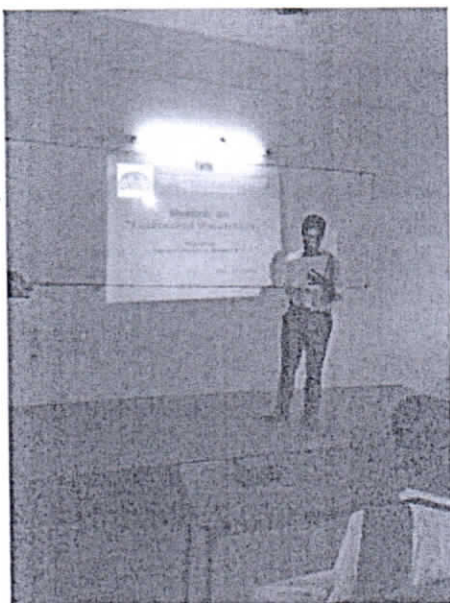
**Date:** 10/10/2017

**Venue:** Room no 119, Visveswaraya Bhavan

**No of Participants:** 50

**Name of Chief Guest:** Mrs.Sarvani

Internal Complaints Committee organized an awareness program on “Fundamental Women Rights”, on 10<sup>th</sup> October 2017 at visveswaraya bhavan. The Chief Guest, Mrs.Sarvani is invited for this event. Total 50 students are participated and the guest discussed that many places of India still many women and girls are subject to domestic violence and she also stated that they do not have access to reproductive and maternal health. The students are actively interacted with the guest. She concluded the session by discussing women rights like women have the right to equal pay, Women have the right to dignity and decency, Women have the right to complaint against workplace harassment, women have a right against domestic violence. The event is ended by felicitating the guest with a memento.



  
ICC Presiding Officer

  
**PRINCIPAL**  
Aditya College of Engineering  
& Technology  
SURAMPALAM-533437



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

## A Report on Essay writing competition - "Role of Indian Women in the world today"

Judge: Ms. RVS Lalitha

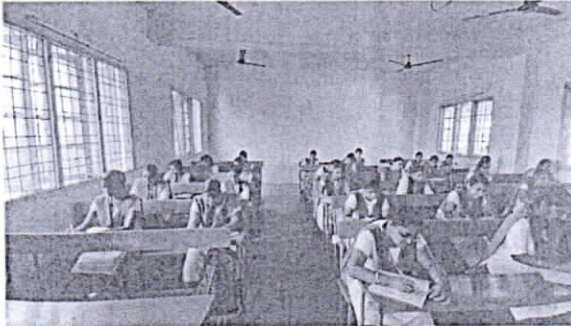
Year of Students: I Year CSE, IT, ECE

Venue: Visveswaraya Bhavan, Room 104

Date: 08-03-2017

No. of students participated: 25

The Internal complaint committee organized an essay contest for the students in the college. The event was conducted on the occasion of women's day. The topic for the event is "Role of Indian Women in the world today" This event brings out the best and capable young women to share their interest and writing skills. The event encouraged students to enhance their new talent. The essays brought by students were innovative and clear to understand their view point. At the end of the event, a winner was declared.



ICC Presiding Officer

PRINCIPAL  
Aditya College of Engineering  
& Technology  
SURAMPALAM-533437