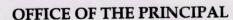
KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE, WARANGAL-15





No. 417 /OP/KITS/2023

Date: 06/06/2023

ORDER

SUB: Constitution of Internal Complaints Committee to look into the complaints of sexual harassment at workplace - Reg.

REF: UGC Notification No F.91-1/201(TFGS) dated 2.5.2016

In pursuance of UGC (prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and modification in 2016, the Internal Complaints Committee (ICC) is constituted as under to deal with the complaints relating sexual harassment at

workplace.

INTERNAL COMPLAINTS COMMITTEE (ICC)

Email: internalcc@kitsw.ac.in

1.	Prof. M.Sreelatha, Professor, Dept. of EIE	Chairperson	9940946457
2.	Prof. K.Rajanarender Reddy, Head, Dept. of ME	Member - faculty	9396431009
3.	Prof. P.Ramesh Reddy, Administrative Officer	Member - faculty	9440599888
4.	Prof. M.Andal, Professor, Dept. of CE	Member - faculty	9441936676
5.	Dr. V.Nivedita Reddy, Head, Dept. of MBA	Member - faculty	9989288699
6.	Smt. R.Sandhya Rani, Lab Assistant, Dept. of EIE	Member - Non teaching staff	9032457591
7.	Smt. V.Uma, Junior Assistant, Dept. of CSE	Member - Non teaching staff	9490392230
8.	Dr. Y. Padmaja Rani, Professor,	External Member	9618328266
	University College of Law, KU, Warangal		
9.	Ms. J.Sai Pranitha, M22SC003 (M.Tech. I Year)	Member - student	8142166790
10.	Ms. A.Abhinaya Reddy, B20IT020 (B.Tech III year)	Member - student	9381778162
11.	Ms. T.Laxmi Nayana, B21EE031 (B.Tech II year)	Member - student	7032049099
12.	Dr. V.Swathy, Associate Professor, Dept. of CSN	Convener	9963444114

The Internal Complaint Committee has two major functions: (1) Preventive and (2) Remedial

The term of office of the members of the committee shall be for a period of two (2) years

The Committee shall:

- 1. Ensure the compliance with the provisions of the regulations made by the UGC
- 2. Create/ provide the healthy and safe environment in the institute for the female students / employees
- 3. Sensitize the women employees and students about the committee and its purpose
- Create and implement a process for lodging complaints, enquiry procedure, redressal mechanism as prevention of sexual harassment at workplace
- 5. Provide assistance if an employee or a student chooses to file a complaint
- 6. Arrange for regular orientation and training programmes
- (Meeting Cadence) Conduct the meeting of the committee once in a month and also as and when
 required and maintain minutes of meetings
- 8. Submit the Annual Report with details of complaints received and resolved

PRINCIPAL

Encl: UGC Notification dated 2.5.2016

To

1. All above members

2. All HoDs - for student & staff circulation

Copy to: 1. The Chairman, KITSW

Copy to the following for information and necessary action

(1) Registrar; (2) Dean, Student Affairs; (3) Faculty 1/c. Disciplinary Club, SAC; (4) Chief Warden, Hostels;

(5) AO and (6) WebTeam - To post in Student Notice Board and Anti-Ragging

