

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, <i>University College of Law, KU, Warangal</i>	External Member	9618328266
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
4. 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
7. (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.

[Signature]
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 I/c. Disciplinary Club, SAC ; (4) Chief Warden, Hostels ;
- (5) AO and (6) WebTeam - To post in Student Notice Board and Anti-Ragging