# INTERNAL COMPLAINTS COMMITTEE POLICY

## INTERNAL COMPLAINTS COMMITTEE (ICC) POLICY

# FUNCTIONS INCLUDE HANDLING SEXUAL HARASSMENT CASES ALSO:

### FORMATION:

In compliance with the instructions of National Commission for women. Our college has established InternalComplaints Committee (ICC) to prevent sexual harassment of girl students and women, and to create harmonious environment for the benefit of women.

#### **OBJECTIVES:**

The primary objective of the Internal Complaint Committee of BWEC is to Prevent Sexual Harassment of Women and girl students at the workplace. The detailed objectives are given below:

- •To develop a policy against sexual harassment of women and girl students at the Institute.
- •To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute level.
- •To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- •To uphold the commitment of the Institute to provide an environment free of gender based discrimination
- •To create a secure physical and social environment to any act of sexual harassment.
- •To promote a social and psychological environment to raise awareness of sexual harassment in its various forms.

#### **FUNCTIONS:**

The ICC's twin functions are:

- To hear and address complaints regarding sexual harassment at BWEC.
- •To spread awareness about gender-related issues and functioning of the ICC.

#### COMPOSITION:

The cell consists of one senior faculty as the chairperson, three other members and one student representative.

## ROLES & RESPONSIBILITIES OF ICC MEMBERS:

- ICC members should create confidence among women employees and girlstudents, and be accessible to them.
- ICC should not consider the socio-economic profile as well as position of individuals in the organization, while dealing the complaints.
- All ICC members should be objective in dealing and investigating the complaints.

## PROCEDURE FOR FILING COMPLAINTS AND INITIATING INQUIRY:

- An aggrieved woman or female student may complain against a co-student/employee /faculty /administrative staff / research staff / to any of the members of the ICC.
- All complaints must be either in online or offline mode will be received.
- After receiving the complaint, Chairperson convenes the meeting of ICC an constitutes the enquiry committee if prima facie case exists.
- The Committee is required to complete the inquiry within a time period of 15days from the date of receiving the complaint.
- On completion of the inquiry, the report will be submitted to the Principal with Recommendations.

The institute constitutes, empowers and support the work of the committee in all respect.

# MINUTES OF INTERNAL COMPLAINTS COMMITTEE



# Bapatla Women's Engineering College

BAPATLA- 522101. Bapatla (Dist.).A.P. (sponsored by The Bapatla Education Society) Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University An ISO 9001:2015 Certified Institution

Date: 08.09.2022

## INTERNAL COMPLAINTS COMMITTEE

#### CIRCULAR

All the members of Internal complaint committee are hereby requested to attend a meeting on 10.09.2022 to discuss about complaints.

Timing:01.00 PM

Venue: Conference Hall-New Block

## Agenda:

- To discuss about any complaints from Internal complaint committee.
- Suggestions if any by the committee members.
- Any other points with the permission of chairman.

S.No.	Name of the Member	Position	1.50
1	Mrs.I.Haritha, HoD, EEE, Dept.		Signature
2	Mrs.G.Venkateswari, HoD, CSE, Dept.	Chairperson	geile
3	Mrs.B.MahaLakshmi,HoD,ECE,Dept.	Coordinator	OVE-
4	Mrs.O.Sreedevi, HoD, S&H, Dept.	Member	B
5	Mrs.B.Haritha, Asst. Prof, CSE, Dept.	Member	de
6	Mrs.G.Divya, Asst. Prof, ECE, Dept.	Member	120
7	Mrs M Suvarnakumari A - A D. GGG H.	Member	(#_
	Mrs.M.Suvarnakumari, Asst. Prof, S&H Dept.	Member	12K
8	Student Coordinator(If any student related issues G.Swapna,CSE		
9		Member	1.0.
9	R.Tejaswini,ECE	Member	the course

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BAPATLA WOMEN'S ENGINEERING COLLEGE

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venue, conference Hall-New Block.
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Agenda:
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-) No complaints of sexual Harasement has been received from the students
-> The meeting ended with vote of thanks.

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# Bapatla Women's Engineering College

BAPATLA-522101. Bapatla (Dist.), A.P. (sponsored by The Bapatla Education Society)
Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University
An ISO 9001:2015 Certified Institution

## ANNUAL REPORT FOR SEXUAL HARASSMENT

The Annual Report for Sexual Harassment during the academic year 2022-2023.

Internal Complaints cell is functioning to deal with problem and difficulties faced by women's and girls' students to inculcate sense of security on the campus. The guideline regarding it is display on the college website and committee tried to implement it, which has been helpful for employee and students. The subject of women anti sexual harassment is a burning issue all over in India. So that our college formed the Internal Complaints cell for college girls students and women staff of college.

Mechanism for the submission of complaint: The complaint boxes are placed in a campus. These boxes are open in presence of member at regular interval. If complaint found are addressed and the report regarding it is convey to the committee authority.

Meetings were organized at regular interval; as a result no single compliant is received.

	NAME OF COMMITTEE	NUMBER OF COMPLIANTS
Sexual Harassment	Internal Complaints Committee	REGISTERED Nil
	Sexual Harassment	internal Complaints

Copy to:

All Committee Members.

Concerned file.

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BAPATLA WOMEN'S ENGINEERING COLLEGE

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# Bapatla Women's Engineering College

BAPATLA- 522101. Guntur(Dist.), A.P. (sponsored by The Bapatla Education Society) Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University An ISO 9001:2015 Certified Institution

Date: 04.09.2021

## INTERNAL COMPLAINTS COMMITTEE

### **CIRCULAR**

All the members of Internal complaint committee are hereby requested to attend a meeting on 08.09.2021 to discuss about complaints.

Timing:01.00 PM

Venue: Conference Hall-New Block

## Agenda:

- To review ICC activies and members of Internal complaint committee.
- To discuss about any complaints from Internal complaint committee.

• Any other points with the permission of chairperson.

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	pate: 08/09/2021	
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	(2) TO discuss any complaints.	
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5.44	-> No complaints of sexual harrassment a from students and staff.	vere Heceived
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	-> The meeting ended with vote of thank	

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7. Mrs. M. Suvasina kumari, Asht pool, Shit Dept.
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8. P. sircesha, student, ECE Dept. I Smile
9. K. Stavani, Student, CSE Dept. K. Grany
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## **ORDERS**

Sub: BWEC - Academic - Constitution of Committee for Institutional Student Internal complaint Committee- Reg.

Ref: Approval of Chairperson dated 08-09-2021.

The following members for Institutional Internal complaint Committee are as follows:

S.No.	Name of the Member	Position	Signature
1	Mrs.I.Haritha, HoD, EEE, Dept.	Chairperson	
2	Mrs.G. Venkateswari, HoD. CSE, Dept	Coordinator	g. leste
3	Dr.K.Gowri, HoD, ECE, Dept.	Member	
4	Mrs.O.Sreedevi, HoD, S&H, Dept.	Member	- gw
5	Mrs.B.Haritha, Asst. Prof, CSE, Dept.	Member	100
6	Mrs.G.Divya, Asst. Prof, ECE, Dept.	Member	
7	Mrs.M.Suvarnakumari, Asst. Prof, S&H Dept.	Member	
	Student Co-ordinator	IVICITIOEI	MYR
10	P.Sireesha, ECE	Member	200
11	K.Sravani, CSE	Member	Kongress

BAPATLA WOMEN'S ENGINEERING COLLEG

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Copy to:

All Committee Members. Concerned file.



# Bapatla Women's Engineering College

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## ANNUAL REPORT FOR SEXUAL HARASSMENT

The Annual Report for Sexual Harassment during the academic year 2021-2022

Internal Complaints cell is functioning to deal with problem and difficulties faced by women's and girls' students to inculcate sense of security on the campus. The guideline regarding it is display on the college website and committee tried to implement it, which has been helpful for employee and students. The subject of women anti sexual harassment is a burning issue all over in India. So that our college formed the Internal Complaints cell for college girls students and women staff of college.

Mechanism for the submission of complaint: The complaint boxes are placed in a campus. These boxes are open in presence of member at regular interval. If complaint found are addressed and the report regarding it is convey to the committee authority.

Meetings were organized at regular interval; as a result no single compliant is received.

NUMBER OF COMPLIANTS	NAME OF COMMITTEE	TYPE OF COMPLAINT RECEIVED	S.No
REGISTERED Nil	Internal Complaints Committee	Sexual Harassment	1
		Sexual Harassment	1

Copy to:

All committee members:

Concerned file

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BAPATLA WOMEN'S ENGINEERING COLLEGE



# Bapatla Women's Engineering College

BAPATLA- 522101. Guntur(Dist.), A.P. (sponsored by The Bapatla Education Society) Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University An ISO 9001:2015 Certified Institution

Date: 16.11.2020

## INTERNAL COMPLAINTS COMMITTEE

#### CIRCULAR

All the members of Internal complaint committee are hereby requested to attend a meeting on 20.11.2020 to discuss about complaints.

Timing:01.00 PM

Venue: Conference Hall-New Block

#### Agenda:

To review previous meeting's minutes.

To discuss about any complaints from Internal complaint committee.

To discuss about any new cases.

Any other points with the permission of chairperson.

S.No.	Name of the Member	Danis'	
1	Mrs.NKavitha, HoD, CSE Dept.	Position	Signature
2	Mrs.I.Haritha, HoD, EEE Dept.	Chairperson	Cur
3	Dr.K.Gowri, HoD, ECE Dept.	Coordinator	C'Hirtle'
4	Mrs.O.Sreedevi,HoD,S&H Dept.	Member	the
5	Mrs B Haritha Acet B COOR B	Member	de
6	Mrs.B.Haritha, Asst. Prof, CSE Dept.	Member	(26)
7	Mrs.G.Divya, Asst. Prof, ECE Dept.	Member	(2)
-	Mrs.M.Suvarnakumari, Asst. Prof, S&H Dept.	Member	And And
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10	G.Sirisha, ECE	Member	- A
	K.Manasa,CSE	Member	4.58850
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# Bapatla Women's Engineering College

BAPATLA-522101. Guntur (Dist .),A .P. (sponsored by The Bapatla Education Society) Approved by AICTE-New Delhi,Affiliated to Acharya Nagarjuna University An ISO 9001:2015 Certified Institution

## ANNUAL REPORT FOR SEXUAL HARASSMENT

The Annual Report for Sexual Harassment during the academic year 2020-2021.

Internal Complaints cell is functioning to deal with problem and difficulties faced by women's and girls' students to inculcate sense of security on the campus. The guideline regarding it is display on the college website and committee tried to implement it, which has been helpful for employee and students. The subject of women anti sexual harassment is a burning issue all over in India. So that our college formed the Internal Complaints cell for college girls students and women staff of college.

Mechanism for the submission of complaint: The complaint boxes are placed in a campus. These boxes are open in presence of member at regular interval. If complaint found are addressed and the report regarding it is convey to the committee authority.

Meetings were organized at regular interval; as a result no single compliant is received.

S.No	TYPE OF COMPLAINT	NAME OF COMMITTEE	NUMBER OF COMPLIANTS
1	Sexual Harassment	Internal Complaints Committee	REGISTERED Nil

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Copy to:

All committee members.

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# Bapatla Women's Engineering College

BAPATLA - 522 101. Guntur (Dist), A.P. (Sponsored by The Bapatla Education Society)

Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University

Date: 13.09.2019

## INTERNAL COMPLAINTS COMMITTEE

#### **CIRCULAR**

All the members of Internal complaint committee are hereby requested to attend a meeting on 19.09.2019 to discuss about complaints.

Timing:02.00 PM

Venue: Conference Hall-New Block

### Agenda:

To review of policy procedures of Internal complaint committee.

To update on pending cases.

Any other points with the permission of chairperson.

S.No.	Name of the Member	Position	Cignotum
1	Mrs.N.Kavitha, HoD, CSE Dept.	Chairperson	Signature
2	Mrs.I.Haritha,HoD,EEE Dept.	Coordinator	Samo
3	Mrs.G.Krishnaveni, HoD, ECE Dept.	Member	Collin College
4	Mrs.O.Sreedevi, HoD, S&H Dept.	Member	- Cal
5	Mrs.B.Haritha, Asst. Prof, CSE Dept.	Member	200
6	Mrs.G.Divya, Asst. Prof, ECE Dept.	Member	(3)
7	Mrs.M.Suvarnakumari, Asst. Prof, S&H Dept.	Member	NEW
	Student coordinator(If any student related issues)		1784
10	J.Rupa latha,ECE	Member	2 270 -
11	B.Sravani,CSE	Member	1000

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Agenda 8-

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3) Any other Posts with the Permission of chase Person

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\* Discussion regarding Guest speakings, in lifte experts ox Professional to speak on topics related sexual harassiment.

or the meeting ended with the vote of thanks.

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6 Mbs. G. Diwa, Asst. Dole, ECE Ded. G. Com
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# Bapatla Women's Engineering College

BAPATLA - 522 101. Guntur (Dist), A.P. (Sponsored by The Bapatla Education Society)

Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University

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S.No	TYPE OF COMPLAINT	NAME OF COMMITTEE	NUMBER OF COMPLIANTS
1	Sexual Harassment	Internal Complaints Committee	REGISTERED
			Nil

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All Committee members.
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BAPATLA WOMEN'S ENGINEERING COLLEGE
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## Bapatla Women's Engineering College

BAPATLA - 522 101. Guntur (Dist), A.P. (Sponsored by The Bapatla Education Society)

Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University

Date: 12.10.2018

## INTERNAL COMPLAINTS COMMITTEE

### **CIRCULAR**

All the members of Internal complaint committee are hereby requested to attend a meeting on 16.10.2018 to discuss about complaints.

Timing:01.00 PM

Venue: Conference Hall-New Block

### Agenda:

- To review members of Internal complaint committee.
- To discuss about composition.
- To discuss about Sexual Harassment.
- Any other points with the permission of chairperson.

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4 Internal complaint committee meeting
pate: 16/10/2018
Time: 01.00 pt
Venue: conference Hall - New Block
VETTAC CONTINUES
Agenda:
O TO veriew members of internal complaint committee.
2 To dissent about sexual Hasassment.
3 TO dissues about committee composition
Any other points with the permission of chairpessen. Minutes of the meeting:
-) chailperson extend a warm welcome to all new members of the Internal complaint commit
-) Discussion regarding sexual harasement and encompassing various torms such as verbal, non verbal a physical conduct
-) specified the new members of the internal complaint committee ensuring a diverse group with neprochentatives from various levels and departments.
> The meeting ended with vote of thanks.

The following members of the Internal compaint committee have attended the meeting.  1. Mrs. N. kavitha, Hod, CSE dept. — Committee Mrs. T. Hoseitha, Hod, EEE dept. — G. Keite.  1. Mrs. G. Dirya, Hod, EEE dept. — G. Mrs. O. Streederi, Hod, Seh dept. — G. Sudard.  1. Mrs. B. Hashitha, Alle prof. CSE dept. — Alle prof. ELL dept. — Mrs. M. Surahma kumasi, Alle prof. Seh dept. — Mrs. M. Surahma kumasi, Alle prof. Seh dept. — Mrs. M. Surahma kumasi, Alle prof. Seh dept. — Mrs. M. Student, CSE dept. — Mrs. M. Student, CSE dept. — Mrs. M. Student, Student, ECE dept. — Mrs. M. M. Student, ECE dept. — Mrs. M. M. Mrs. M. Student, ECE dept. — Mrs. M. M. Mrs. M.
1 Mrs. N. leavitha, Hod, CSE Dept Com.  Mrs. T. Haguitha, Hod, EEE Dept G. Keite.  Mrs. G. Dirya, Hod, ECE Dept G. Keite.  Mrs. O. Steederi, Hod, S2H Dept G. Mary.  Mrs. B. Haguitha, All prof, CSE Dept All Mrs. B. Naha lakshmi, All prof, ECE Dept W.  Mrs. M. Suvahna leumari, All prof, SH Dept W.  K. Niscesha, Student, CSE Dept Kond.  S. Lavanyer, Student, ECE Dept Stone
Mrs. G. Dirya, HOD, ECE Dept. — G. Karte B Mrs. G. Dirya, HOD, ECE Dept. — G. Bry D Hos. O. Steederi, HOD, SLH Dept. — C. Suda.  B Mrs. B. Hashitha, All prof. CSE Dept. — All D Hos. B. Maha Lakshmi, All prof. FCF Dept. — All D Nos. M. Suvaina leumasi, All prof. SLH Dept. — Who B K. Niscesha, Student, CSE Dept. — K. Niscesha, Student, ECE Dept. — Stand
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Mos. B. Hagatha, Allt. prof. cse pept. —  (a) Mos. B. Hagatha, Allt. prof. cse pept. —  (b) Hos. B. Hagatha, Allt. prof. cse pept. —  (c) Mos. M. suvalina kumari, Allt prof. sh pept. —  (d) K. Nirkesha, student, cse pept. — K. Nirkesha, student, Ece pept. — Kara
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## **ORDERS**

Sub: BWEC - Academic - Constitution for Internel complaint Committee - Reg.

Ref: Approval of Chairperson dated 16-10-2018.

The following members for Internal complaint Committee are as follows:

S.No.	Name of the Member	Position	Cianatura
1	Mrs.N.Kavitha,HoD,CSE Dept.		Signature
2	Mrs.I.Haritha, HoD, EEE Dept.	Chairperson	Court
3	Mrs. C. Disser, H. D. EGE Dept.	Coordinator	1 4 Central
1	Mrs. G.Divya, HoD, ECE Dept.	Member	
-4	Mrs.O.Sreedevi,HoD,S&H Dept.	Member	
5	Mrs.B.Haritha, Asst. Prof, CSE Dept.	Member	
6	Mrs. B.MahaLakshmi, Asst. Prof, ECE Dept.		<u> </u>
7	Mrs.M.Suvarnakumari, Asst. Prof, S&H Dept.	Member	18
	Student goordingt - (16	Member	Mero
0	Student coordinator(If any student related issues)		
9	K.Nireesha, CSE	Member	11/ 1/
10	S.Lavanya, ECE		n. Nuclean
		Member	Story

Copy to:

All Committee Members. Concerned file.

PRINCIPAL BAPATLA WOMEN'S ENGINEERING COLLEGE BAPATLA



# Bapatla Women's Engineering College

BAPATLA - 522 101. Guntur (Dist), A.P. (Sponsored by The Bapatla Education Society)

Approved by AICTE-New Delhi, Affiliated to Acharya Nagarjuna University

## ANNUAL REPORT FOR SEXUAL HARASSMENT

The Annual Report for Sexual Harassment during the academic year 2018-2019.

Internal Complaints cell is functioning to deal with problem and difficulties faced by women's and girls' students to inculcate sense of security on the campus. The guideline regarding it is display on the college website and committee tried to implement it, which has been helpful for employee and students. The subject of women anti sexual harassment is a burning issue all over in India. So that our college formed the Internal Complaints cell for college girls students and women staff of college.

Mechanism for the submission of complaint: The complaint boxes are placed in a campus. These boxes are open in presence of member at regular interval. If complaint found are addressed and the report regarding it is convey to the committee authority.

Meetings were organized at regular interval; as a result no single compliant is received.

S.No	TYPE OF COMPLAINT	NAME OF COMMITTEE	NUMBER OF COMPLIANTS
1	Sexual Harassment	Internal Complaints	REGISTERED
		Committee	Nil

PRINCIPAL

Copy to:

Aii committee members.

Concerned file.

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