

**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 Internal Complaints 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 and constitutes the enquiry committee if prima facie case exists.
- The Committee is required to complete the inquiry within a time period of 15 days 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**



(ESTD.2009)

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	Signature
1	Mrs.I.Haritha, HoD, EEE, Dept.	Chairperson	
2	Mrs.G.Venkateswari, HoD, CSE, Dept.	Coordinator	
3	Mrs.B.MahaLakshmi, HoD, ECE, Dept.	Member	
4	Mrs.O.Sreedevi, HoD, S&H, Dept.	Member	
5	Mrs.B.Haritha, Asst.Prof, CSE, Dept.	Member	
6	Mrs.G.Divya, Asst.Prof, ECE, Dept.	Member	
7	Mrs.M.Suvarnakumari, Asst.Prof, S&H Dept.	Member	
Student Coordinator (If any student related issues)			
8	G.Swapna, CSE	Member	
9	R.Tejaswini, ECE	Member	

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BAPATLA

16

Internal complaint committee meeting

Date: 10/09/2022

Time: 01:00 PM

Venue: Conference Hall - New Block.

Agenda:

- ① To discuss about any complaints from Internal complaint committee.
- ② suggestions if any
- ③ Any other matter with the permission of chairperson.

Minutes of Meeting:-

→ The chairperson had welcomed all the members of Internal complaint committee.

→ previous minutes were briefed out by the coordinators.

→ no complaints of sexual harassment has been received from the students

→ The meeting ended with vote of thanks.

The following members were attended in the meeting.

- ① Mrs. T. Haritha, vice principal J. Haritha
- ② Mrs. G. Venkateswari, HOD, ECE Dept. G. Venkateswari
- ③ Mrs. B. Mahalakshmi, HOD, ECE Dept. B. Mahalakshmi
- ④ Mrs. O. Sreedevi, HOD, S&H Dept. O. Sreedevi
- ⑤ Mrs. B. Haritha, Asst.-prof, CSE Dept. B. Haritha
- ⑥ Mrs. G. Divya, Asst.-prof, ECE Dept. G. Divya
- ⑦ Mrs. M. Suvama Kumari, Asst.-prof, S&H Dept. M. Suvama Kumari
- ⑧ G. Swapna, student, CSE Dept. G. Swapna
- ⑨ R. Tejaswini, student, ECE Dept. R. Tejaswini

G. Venkatesh
co-ordinator

J. Haritha
principal



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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.

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

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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 activities 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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Internal complaint committee meeting

Date : 08/09/2021

Time : 01:00 PM

Venue : conference hall - new Block.

Agenda :-

- ① TO review ICC activities and committee members.
- ② TO discuss any complaints.
- ③ Any other points.

Minutes of the meeting:

- The chairperson had welcomed all the members of the Internal Complaint Committee.
- The committee discussed to create awareness on ICC among staff and students for this academic year.
- No complaints of sexual harassment were received from students and staff.
- The committee suggested to conduct an orientation program on sexual harassment for students.
- The meeting ended with vote of thanks.

The following members were present in the meeting.

1. Mrs. J. Haritha, vice principal. J. Haritha
2. Mrs. G. Venkateswari, HOD, CSE Dept. G. Venkateswari
3. Dr. K. Gowri, HOD, ECE Dept. K. Gowri
4. Mrs. O. Sreedevi, HOD, S&H Dept. O. Sreedevi
5. Mrs. B. Haritha, Asst. prof. CSE Dept. B. Haritha
6. Mrs. G. Divya, Asst. prof. ECE Dept. G. Divya
7. Mrs. M. Suvagana Kumari, Asst. prof. S&H Dept. M. Suvagana Kumari
8. P. Sireesha, student, ECE Dept. P. Sireesha
9. K. Sravan, student, CSE Dept. K. Sravan

G. Venkateswari
co-ordinator

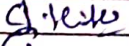






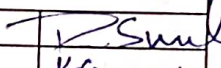
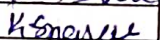
K. Gowri
principal

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	
3	Dr.K.Gowri, HoD, ECE, Dept.	Member	
4	Mrs.O.Sreedevi, HoD, S&H, Dept.	Member	
5	Mrs.B.Haritha, Asst.Prof, CSE, Dept.	Member	
6	Mrs.G.Divya, Asst.Prof, ECE, Dept.	Member	
7	Mrs.M.Suvarnakumari, Asst.Prof, S&H Dept.	Member	
Student Co-ordinator			
10	P.Sireesha ,ECE	Member	
11	K.Sravani, CSE	Member	


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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.

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


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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	Position	Signature
1	Mrs.N..Kavitha, HoD, CSE Dept.	Chairperson	
2	Mrs.I.Haritha, HoD, EEE Dept.	Coordinator	
3	Dr.K.Gowri, HoD, ECE Dept.	Member	
4	Mrs.O.Sreedevi, HoD, S&H Dept.	Member	
5	Mrs.B.Haritha, Asst.Prof, CSE Dept.	Member	
6	Mrs.G.Divya, Asst.Prof, ECE Dept.	Member	
7	Mrs.M.Suvarnakumari, Asst.Prof, S&H Dept.	Member	
Student coordinators			
10	G.Sirisha, ECE	Member	
11	K.Manasa, CSE	Member	

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Internal Complaint Committee Meeting

Date :- 20.11.2020

Time :- 01:00 PM

Venue :- conference hall - New Block

Agenda:-

1. TO review previous meeting
2. TO discuss about complaints from Internal Complaint Committee.
3. TO discuss about any new cases.

Minutes of the meeting:-

→ chairperson warmly welcomed the attendees

→ discussed about any pending cases and new cases.

→ coordinator discussed plans for future awareness programs that aim to educate both students and faculty on recognizing preventing.

→ The meeting ends at vote of thanks.

The following members of the Internal complaint committee have attended the meeting.

1. MRS. N. Kavitha, HOD, CSE Dept. *Kaveri*
2. MRS. T. Haritha, HOD, EEE Dept. *G. Henthala*
3. DR. K. Gowri, HOD, ECE Dept. *PA*
4. MRS. D. Sreedevi, HOD, STI Dept. *O. Sreedevi*
5. MRS. B. Haritha, Asst. Prof, CSE Dept. *GA*
6. MRS. G. Divya, Asst. Prof, ECE Dept. *G. Srinivas*
7. MRS. M. Sivarajakumari, Asst. Prof, STI Dept. *PA*
8. G. Sivisha, student ECE Dept. *G. Srinivas*
9. K. Manasa, student CSE Dept. *K. Manasa*

G. Srinivas
Coordinator

K. Manasa
Principal



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ANNUAL REPORT FOR SEXUAL HARASSMENT

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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 REGISTERED
1	Sexual Harassment	Internal Complaints Committee	Nil


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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	Signature
1	Mrs.N.Kavitha, HoD, CSE Dept.	Chairperson	
2	Mrs.I.Haritha, HoD, EEE Dept.	Coordinator	
3	Mrs.G.Krishnaveni, HoD, ECE Dept.	Member	
4	Mrs.O.Sreedevi, HoD, S&H Dept.	Member	
5	Mrs.B.Haritha, Asst.Prof, CSE Dept.	Member	
6	Mrs.G.Divya, Asst.Prof, ECE Dept.	Member	
7	Mrs.M.Suvarnakumari, Asst.Prof, S&H Dept.	Member	
	Student coordinator (If any student related issues)		
10	J.Rupa latha, ECE	Member	
11	B.Sravani, CSE	Member	

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Internal Complaint Committee meeting

Date :- 19/09/2019

Time :- 2.00pm

Venue :- Conference Hall - New Block.

Agenda:-

① To review of Policies and Procedures.

② To update on Pending cases.

③ Any other Points with the permission of chair Person

Minutes of the meeting:-

* Chair Person warm welcomed to Committee members

* Members provided updates on ongoing investigation and resolutions.

* Discussion regarding Guest Speakers, invite experts or professional to speak on topics related sexual harassment.

* The meeting ended with the vote of thanks.

The following members of the Internal Complaints Committee have attended the meeting.

- ① Mrs. N. Kavitha, HOD, CSE Dept. *N. Kavitha*
- ② Mrs. J. Haritha, HOD, EEE Dept. *J. Haritha*
- ③ Mrs. G. Krishna Veni, HOD, ECE Dept. *G. Krishna Veni*
- ④ Mrs. O. Sri Devi, HOD, SFH Dept. *O. Sri Devi*
- ⑤ Mrs. B. Haritha, Asst. Prof, CSE Dept. *B. Haritha*
- ⑥ Mrs. G. Divya, Asst. Prof, ECE Dept. *G. Divya*
- ⑦ Mrs. M. Sushama Kumari, Asst. Prof, SFH Dept. *M. Sushama Kumari*
- ⑧ J. Ruba Latha, ECE Dept. *J. Ruba Latha*
- ⑨ B. Sravani, Student, CSE Dept. *B. Sravani*

J. Haritha
Co-ordinator

A. J. Suresh
Principal.



Bapatla Women's Engineering College

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ANNUAL REPORT FOR SEXUAL HARASSMENT

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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 REGISTERED
1	Sexual Harassment	Internal Complaints Committee	Nil

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BAPATLA - 522 101. Guntur (Dist), A.P.
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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

Date : 16/10/2018

Time : 01.00 PM

Venue : Conference Hall - New Block

Agenda:

- ① TO review members of internal complaint committee.
- ② TO discuss about sexual harassment.
- ③ TO discuss about committee composition.
- ④ Any other points with the permission of chairperson.

Minutes of the meeting:

- chairperson extend a warm welcome to all new members of the internal complaint committee.
- discussion regarding sexual harassment and encompassing various forms such as verbal, non verbal & physical conduct.
- specified the new members of the internal complaint committee ensuring a diverse group with representatives from various levels and departments.
- The meeting ended with vote of thanks.

The following members of the Internal Complaint Committee have attended the meeting.

- ① MRS. N. Kavitha, HOD, CSE Dept. — *Kami*
- ② MRS. J. Hagitha, HOD, EEE Dept. — *J. Hagitha*
- ③ MRS. G. Divya, HOD, ECE Dept. — *G. Divya*
- ④ MRS. O. Steederi, HOD, S&H Dept. — *O. Steederi*
- ⑤ MRS. B. Hagitha, Asst. prof, CSE Dept. — *BH*
- ⑥ MRS. B. Mahalakshmi, Asst. prof, FCE Dept. — *BH*
- ⑦ MRS. M. Suvarna Kumari, Asst. prof, S&H Dept. — *MKS*
- ⑧ K. Nithesha, student, CSE Dept. — *K. Nithesha*
- ⑨ S. Lavanya, student, ECE Dept. — *Stand*

G. Divya
coordinator

Ch. M. Devi
principal





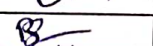
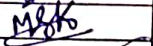
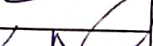
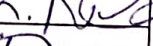

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Sub: BWEC – Academic – Constitution for Internal complaint Committee – Reg.

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	Signature
1	Mrs.N.Kavitha,HoD,CSE Dept.	Chairperson	
2	Mrs.I.Haritha,HoD,EEE Dept.	Coordinator	
3	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.	Member	
7	Mrs.M.Suvarnakumari,Asst.Prof,S&H Dept.	Member	
Student coordinator(If any student related issues)			
9	K.Nireesha ,CSE	Member	
10	S.Lavanya,ECE	Member	

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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 REGISTERED
1	Sexual Harassment	Internal Complaints Committee	Nil

PRINCIPAL

Copy to:

Aii committee members.

Concerned file.

Ch. M. Devi
PRINCIPAL
BAPATLA WOMEN'S ENGINEERING COLLEGE
BAPATLA