



KRISHNA CHAITANYA INSTITUTE OF TECHNOLOGY & SCIENCES

Devarajugattu (Post) , Peddaraveedu (Mandal), Prakasam Dist. - 523 320.

(Approved by A.I.C.T.E., New Delhi, & Affiliated to JNTUK, Kakinada)

NAAC ACCREDITED INSTITUTION

Date: 25-08-2020

INTERNAL COMPLAINT COMMITTEE

CIRCULAR

This is to inform all the Internal Complaint Committee members that, there will be a committee meeting at Principal office (Online) on 26-08-2020. All the members are requested to attend the meeting through Google meet without fail.

Agenda of the meeting:

To create awareness about the internal complaint committee cell among the Institute academic and administrative units.

1. Awareness Program on Code of Conduct.
2. Any other issues.

Committee Members:

S.NO	Name	Designation & Department	Status
1	Dr.V.Krishna Reddy	Principal	Chairman
2	Dr.K.Prasanna Murali	ECE,Professor	Coordinator
3	Dr.Y.V.Balaram Krishna Rao	EEE, Professor	Member
4	Mr.K.Srinivas	MECH,Assoc. Professor	Member
5	Mr.K.RajaShekar	CIVIL, Assoc.Professor	Member
6	Mr.M.Gnana Vardhan	CSE,Assoc.Professor	Member
7	Mr.P.Rama Mohan	HOD-H&S	Member
8	17JU1A0310	Student,Mech,IV th year	Member
9	17JU1A0113	Student, CIVIL,IV th year	Member
10	18JU1A0215	Student, ,EEE,III rd year	Member
11	18JU1A0483	Student, ECE,III rd year	Member
12	18JU1A0527	Student,CSE,III rd year	Member
13	19JU1A0487	Student,ECE,II nd year	Member
14	19JU1A05C2	Student, CSE,II nd year	Member
15	20JU1A0121	Student, CIVIL,Ist year	Member
16	20JU1A0411	Student, ECE,I st year	Member

CC to

1. All the Departmental HOD's
2. AO
3. Office
4. All Committee Members


Coordinator


Principal

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NAAC ACCREDITED INSTITUTION

Date: 27-08-2020

INTERNAL COMPLAINT COMMITTEE

MINUTES OF MEETING

The Internal Complaint Committee was held on 26-08-2020 and the following members attended the meeting.

S.NO	Name	Designation & Department	Status	Signature
1	Dr.V.Krishna Reddy	Principal	Chairman	
2	Dr. P. Prasanna Murali	ECE, Professor	Coordinator	
3	Dr. Y. V. Balaram Krishna Rao	EEE, Professor	Member	
4	Mr. K. Srinivas	MECH, Assoc. Professor	Member	
5	Mr. K. Raja Shekar	CIVIL, Assoc. Professor	Member	
6	Mr. M. Gnana Vardhan	CSE, Assoc. Professor	Member	
7	Mr. P. Rama Mohan	HOD-H&S	Member	
8	17JU1A0310	Student, Mech, III rd year	Member	
9	17JU1A0113	Student, CIVIL, III rd year	Member	
10	18JU1A0215	Student, EEE, III rd year	Member	
11	18JU1A0483	Student, ECE, III rd year	Member	
12	18JU1A0527	Student, CSE, III rd year	Member	
13	19JU1A0487	Student, ECE, II nd year	Member	
14	19JU1A05C2	Student, CSE, II nd year	Member	
15	20JU1A0121	Student, CIVIL, Ist year	Member	
	20JU1A0411	Student, ECE, I st year	Member	

Agenda : Principal has given opening remarks to the members. The following resolutions were made.

Agenda 1 : To conduct the Awareness Program on Suicide prevention for Staff and Students

Resolutions : Members Agreed to conduct the Event

Agenda 2 : To Maintain Discipline according to Code of Conduct rules

Resolution : Members Agreed to Maintain the Discipline

The meeting was concluded with the vote of thanks.

Coordinator

Principal

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NAAC ACCREDITED INSTITUTION**Date: 05-07-2021****INTERNAL COMPLAINT COMMITTEE****CIRCULAR**

This is to inform all the Internal Complaint Committee members that, there will be a committee meeting at Principal office on 08-07-2021. All the members are requested to attend the meeting without fail.

Agenda of the meeting:

To create awareness about the internal compliant committee cell among the Institute academic and administrative units.

1. Awareness Program on Suicide prevention
2. Any other issues.

Committee Members:

S.NO	Name	Designation & Department	Status
1	Dr.V.Krishna Reddy	Principal	Chairman
2	Dr.K.Prasanna Murali	ECE,Professor	Coordinator
3	Mr. P V Anil Kumar	HOD, ME	Member
4	Mr. S. Raju	EEE,Asst. Professor	Member
5	Mr.K.RajaShekar	CIVIL, Assoc.Professor	Member
6	Mr.M.Gnana Vardhan	CSE,Assoc.Professor	Member
7	Mr.P.Rama Mohan	HOD-H&S	Member
8	21JU1A0410	Student,ECE,Ist year	Member
9	21JU1A0513	Student, CSE,Ist year	Member
10	21JU1A06153	Student, ,AIML, Istyear	Member
11	18JU1A0215	Student, ,EEE,IVyear	Member
12	18JU1A0483	Student, ECE, IVyear	Member
13	18JU1A0527	Student,CSE, IVyear	Member
14	19JU1A0487	Student,ECE,III rd year	Member
15	19JU1A0508	Student, CSE, III rd year	Member
16	20JU1A0121	Student, CIVIL,IInd year	Member
17	20JU1A0411	Student, ECE,II nd year	Member

CC to

1. All the Departmental HOD's
2. AO
3. Office
4. All Committee Members


Coordinator
Principal**PRINCIPAL**

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NAAC ACCREDITED INSTITUTION

Date: 08-07-2021

INTERNAL COMPLAINT COMMITTEE**MINUTES OF MEETING**

The Internal Complaint Committee was held on 08-07-2021 and the following members attended the meeting.

S.NO	Name	Designation & Department	Status	Signature
1	Dr.V.Krishna Reddy	Principal	Chairman	
2	Dr. R. Prasanna Murali	ECE, Professor	Coordinator	
3	Mr. P V Anil Kumar	HOD, ME	Member	
4	Mr. B. Raju	EEE, Asst. Professor	Member	
5	Mr. K. Raja Shekar	CIVIL, Assoc. Professor	Member	
6	Mr. M. Gnana Vardhan	CSE, Assoc. Professor	Member	
7	Mr. P. Rama Mohan	HOD-H&S	Member	
8	21JU1A0410	Student, ECE, Ist year	Member	
9	21JU1A0513	Student, CSE, Ist year	Member	
10	21JU1A06153	Student, ,AIML, Ist year	Member	
11	18JU1A0215	Student, ,EEE, IV year	Member	
12	18JU1A0483	Student, ECE, IV year	Member	
13	18JU1A0527	Student, CSE, IV year	Member	
14	19JU1A0487	Student, ECE, III rd year	Member	
15	19JU1A0508	Student, CSE, III rd year	Member	
16	20JU1A0121	Student, CIVIL, II nd year	Member	
17	20JU1A0411	Student, ECE, II nd year	Member	

Agenda : Principal has given opening remarks to the members. The following resolutions were made.

Agenda 1 : To conduct the Awareness Program on Suicide prevention for Staff and Students

Resolutions : Members Agreed to conduct the Event

Agenda 2 : To Maintain Discipline according to Code of Conduct rules

Resolution : Members Agreed to Maintain the Discipline

The meeting was concluded with the vote of thanks.

Coordinator

Principal
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NAAC ACCREDITED INSTITUTION

Date: 17-08-2021

INTERNAL COMPLAINT COMMITTEE

Circular

All the Staff members and students are hereby informed that the college is organizing a "Awareness Program on Suicide prevention" on 18-08-2021 at 10:30AM in Seminar hall.

CC to

1. All the Departmental HOD's
2. AO
3. Office
4. All Committee Members


Coordinator


Principal

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NAAC ACCREDITED INSTITUTION

Brief Report on “Awareness Program on Suicide prevention”

Krishna Chaitanya Institute of Technology and Sciences has conducted a Briefing Session on “Awareness Program on Suicide prevention” for the staff and students in the campus on 18-08-2021. The aim of the Session is to endeavor and to promote the interest of the college and shall not act in any manner to degrade the image of the college. Principal Sir briefed the students and staff about Awareness Program on Suicide prevention.




Coordinator


Principal

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NAAC ACCREDITED INSTITUTION

Date: 15-07-2022

INTERNAL COMPLAINT COMMITTEE

CIRCULAR

This is to inform all the Internal Complaint Committee members, that there will be a committee meeting at Principal office on 17-07-2022. All the members are requested to attend the meeting without fail.

Agenda of the meeting:

1. Actions to be taken against late comers
2. Awareness Program on Alcohol Prevention
3. Any other issues.

Committee Members:

S.NO	Name	Designation & Department	Status
1	Dr.V.Krishna Reddy	Principal	Chairman
2	Dr.A Ranganayakulu	ECE, Professor	Coordinator
3	Dr E.Neela Priya	CIVIL, Professor	Member
4	Mr.P.Rama Mohan	HOD-H&S	Member
5	Mr.P V Anil Kumar	MECH, Assoc. Professor	Member
6	Mr B.Raju	EEE, Assoc. Professor	Member
7	22JU1A0432	Student,ECE,Ist year	Member
8	22JU1A0546	Student, CSE,Ist year	Member
9	22JU1A6126	Student, AIML, Ist year	Member
10	18JU1A0215	Student, ,EEE,IVyear	Member
11	19JU1A0483	Student, ECE, IVyear	Member
12	19JU1A0508	Student,CSE, IVyear	Member
13	20JU1A0487	Student,ECE,III rd year	Member
14	20JU1A0525	Student, CSE, III rd year	Member
15	21JU1A06153	Student, AIML, II nd year	Member
16	21JU1A0411	Student, ECE,II nd year	Member

CC to

1. All the Departmental HOD's
2. AO
3. Office
4. All Committee Members


Coordinator


Principal

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NAAC ACCREDITED INSTITUTION

Date: 17-07-2022

INTERNAL COMPLAINT COMMITTEE

MINUTES OF MEETING

The Internal Complaint Committee was held on 17-07-2022 and the following members attend the meeting.

S.NO	Name	Designation & Department	Status	Signature
1	Dr. V.Krishna Reddy	Principal	Chairman	
2	Dr.A Ranganayakulu	ECE, Professor	Coordinator	
3	Dr E.Neela Priya	CIVIL, Professor	Member	
4	Mr.P.Rama Mohan	H&S, Assoc.Professor	Member	
5	Mr.P V Anil Kumar	MECH,Assoc. Professor	Member	
6	Mr B.Raju	EEE, Assoc. Professor	Member	
7	22JU1A0432	Student,ECE,Ist year	Member	A.Lakshman.
8	22JU1A0546	Student, CSE,Ist year	Member	N.Karishma
9	22JU1A6126	Student, AIML, Ist year	Member	D.Sandeep
10	19JU1A0215	Student, ,EEE,IVyear	Member	A.Raju
11	19JU1A0483	Student, ECE, IVyear	Member	Y.Thennu
12	19JU1A0508	Student,CSE, IVyear	Member	B.Sreeni
13	20JU1A0487	Student,ECE,III rd year	Member	G.V.Bhagya Laksh
14	20JU1A0525	Student, CSE, III rd year	Member	K.Balabharathi
15	21JU1A06153	Student, AIML, II nd year	Member	G.V.manikant
16	21JU1A0411	Student, ECE,II nd year	Member	E.chazulatha

Coordinator

Principal

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Principal gave opening remarks to the members. The following resolutions were made

Agenda 1: To conduct the Awareness on Alcohol Prevention for Staff and Students

Resolutions : Members Agreed to conduct the Event

Agenda2 : To Maintain Discipline according to Code of Conduct rules

Resolution: Members Agreed to Maintain the Discipline

Students and Staff should wear proper dress code with ID cards inside the Campus

Agenda3 : To Maintain Discipline according to Code of Conduct rules

Resolution: Members Agreed to Maintain the Discipline

Late coming students should not be permitted into the campus after 9:50 A.M. Without getting permission from their parents.

The meeting was concluded with the vote of thanks.


Coordinator


Principal

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NAAC ACCREDITED INSTITUTION

Date: 17-09-2022

INTERNAL COMPLAINT COMMITTEE

Circular

All the Staff members and students are hereby informed that the college is organizing a "An Awareness Session on Alcohol Prevention" on 19-09-2022 at 2:30PM in A-Block Seminar hall.

CC to

1. All the Departmental HOD's
2. AO
3. Office
4. All Committee Members


Coordinator


Principal

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NAAC ACCREDITED INSTITUTION

Brief Report on “An Awareness Session on Alcohol Prevention”

Krishna Chaitanya Institute of Technology and Sciences has conducted an “Awareness Session on Alcohol Prevention” for the students in the campus on 19-09-2022. Principal of KITS briefed the students about Alcohol Prevention and its importance in formulating on academics.

Photos of the event




Coordinator


Principal

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INTERNAL COMPLAINTS COMMITTEE

Objectives of ICC committee:

- The committee will act as a dedicated task force which can constantly monitor the existing (security) arrangements and suggest additional security measures to be put in place.
- It also organizes workshops and sensitization programs both for staff and students by eminent Psychologists and social workers.
- The committee also addresses similar kind of issues on various occasions like: Women's day, Mothers Day, etc.

Functions of the committee:

The Internal Complaints Committee shall:

F1. Create an environment for gender equality.

F2. Provide a platform to know their rights.

F3. Setting up the mechanism to addressing grievance.

F4. Ensure prohibition of retaliation or adverse action against a covered individual because the employed or the student is engaged in protected activity.

F5 .To publicize the policy in English widely, especially through notice boards and distribution of pamphlets

F6. To publicize in English the names and phone numbers of members of the Committee

Facilities of the Cell:

- Seminar hall with a capacity of 300 seating.
- A separate counseling room and conference hall.

Committee Composition

As per the constitution of ICC, the Members are nominated by the Employer namely

1. A Chairman nominated from administrative units of the work place mostly principal
2. A coordinator mostly senior level employee.
3. The rest of the Members from different departments.
4. At least two members from students' community.


Coordinator


Principal

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Roles & Responsibilities of committee members

To ensure provision of a work and educational environment that is free from sexual harassment

- Organizing Health awareness program
- Solving women related issues and complains. Like Sexual Harassment. Pay inequity, Lesser Women in the work force, Poor Security etc
- Regularly distribute and promote the policy at all levels of the organization.
- To ensure that victims and witnesses are not victimized or discriminated because of their complaint.
- Motivating and inspiring the students to get rid of their problems.
- Handle case works and counseling.
- Creating awareness against harassment.
- Improving interpersonal skill: Encourage co- students to come together and participate in academic, cultural and outreach activities, such as talks, seminars, workshops, community action, etc.


Coordinator


Principal

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