



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: 10-08-2024

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 12-08-2024. 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	Mr. P.Rama Mohan	HOD-H&S	Member
4	Mr. J V Anil Kumar	HOD-CSE	Member
5	Mr.P V Anil Kumar	MECH,Assoc. Professor	Member
6	Mrs. N.Swarupa Rani	ECE, Assistant Professor	Member
7	22JU1A0402	Student, ECE, IV year	Member
8	22JU1A05E5	Student, ECE, IV year	Member
9	22JU1A4323	Student, AI, IVyear	Member
10	22JU1A6103	Student, AI&ML, II year	Member
11	23JU1A6141	Student, AI&ML, III year	Member
12	23JU1A05I9	Student, CSE, IIIyear	Member
13	22JU1A0448	Student, ECE,III year	Member
14	22JU1A05D1	Student, CSE,III year	Member
15	23JU1A4320	Student, AI, IIIyear	Member
16	23JU1A6103	Student, AIML, III year	Member

CC to

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


Coordinator


Principal



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Date: 12-08-2024

INTERNAL COMPLAINT COMMITTEE

MINUTES OF MEETING

The Internal Complaint Committee was held on 12-08-2024 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	Mr. P.Rama Mohan	HOD-H&S	Member	
4	Mr. J V Anil Kumar	HOD-CSE	Member	
5	Mr.P V Anil Kumar	MECH,Assoc. Professor	Member	
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10	22JU1A6103	Student, AI&ML, II year	Member	
11	23JU1A6141	Student, AI&ML, III year	Member	
12	23JU1A0519	Student, CSE, III year	Member	
13	22JU1A0448	Student, ECE, III year	Member	
14	22JU1A05D1	Student, CSE, III year	Member	
15	23JU1A4320	Student, AI, III year	Member	
16	23JU1A6103	Student, AIML, III year	Member	

Coordinator

Principal



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INTERNAL COMPLAINT COMMITTEE

Circular

Date: 12/8/24

All the Staff members and students are hereby informed that the college is organizing a "An Awareness Session on Alcohol prevention" on 14-08-2024 at 10:00AM in C-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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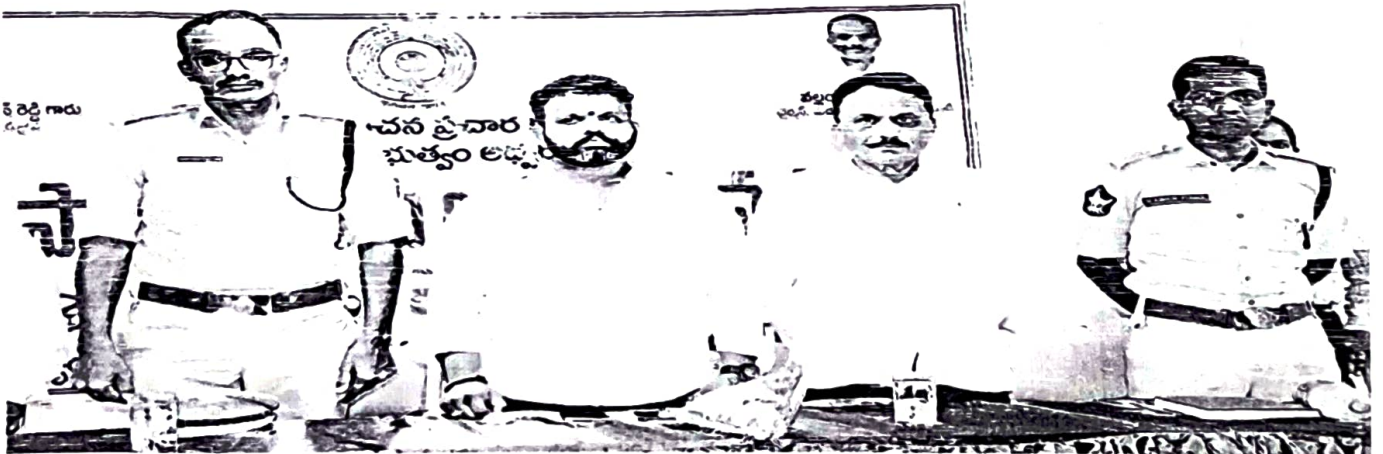
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Brief Report on "An Awareness Session on Alcohol Prevention"

Krishna Chaitanya Institute of Technology and Sciences has conducted an "Awareness Session on Alcohol Prevention" for the students in the campus on 14-08-2024. Principal of KITS briefed the students about An Awareness Session on Alcohol prevention and its importance .

Photos of the event



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



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



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