



INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee of the College has been established to safeguard the self-esteem and rights of every individual within the institution. The committee consists of seven faculty members and fifteen student members. The committee addresses complaints related to harassment or discrimination. Appropriate and prompt actions are assured to complainants approaching the committee.

The Internal Complaints Committee has been active in the college since 2015 to empower all individuals, enhance understanding of issues related to equality and safety, and make the college campus a secure place for students, staff, and faculty members. The committee aims to create awareness of rights and responsibilities, as well as provide a platform for individuals to share their experiences, suggest improvements, and empower themselves intellectually and socially through guest lectures, seminars, awareness programs, and various welfare initiatives.

COMPOSITION OF INTERNAL COMPLAINT COMMITTEE:

The Internal Complaints Committee comprises a Presiding Officer, who is a senior female faculty member as mandated by legal requirements, at least two faculty representatives actively supporting safety, equality, and inclusivity, and a non-teaching staff member representing the administrative staff. It also includes a minimum of two student representatives from different years or departments to ensure broad representation of the student body. Additionally, an external member, who is an expert in harassment prevention, gender equality, or legal frameworks, or a representative from a non-governmental organization (NGO), is included. The committee is coordinated by a Convener who manages its activities, meetings, and decisions effectively.

COMMITTEE MEMBERS:

S.No	Name	Gender	Designation/	Status	Contact no
1.	Mrs.T. Deepthi	Female	Assoc. Professor, AI & ML	Presiding Officer	9948791055
2.	Mr.A.Ranganayakulu	Male	Vice Principal, HOD-ECE	Co-coordinator	9676783101
3.	Dr.K. Prasanna Murali Krishna	Male	Professor, ECE	Member	8096196391
4.	Mrs. N. Swarupa Rani	Female	Asst. Professor, ECE	Member	8639050078
5.	Mrs.Ch. Sravani	Female	Asst. Professor, H & S	Member	8096581542
6.	Mrs. S. Sushma Rani	Female	Asst. Professor, CSE	Member	9381497952
7.	Miss. G.Lavanya	Female	Non Teaching ,AI & ML	Member	7730019554



Student Representatives:

S.no	Roll no	Student Name	Gender	Status	Branch/Year
1.	22JU1A0402	P. Anantha lakshmi	Female	Student	IV-ECE
2.	22JU1A05E5	Ch.Susmitha	Female	Student	IV-CSE
3.	22JU1A4323	D. Nagalakshmi	Female	Student	IV-CSE-AI
4.	22JU1A6103	P.Anitha	Female	Student	IV-AI & ML
5.	23JU1A6141	M.Jasmitha	Female	Student	III-AI & ML
6.	23JU1A05I9	A.Yamuna	Female	Student	III-CSE
7.	22JU1A0448	Y.Naja Rayudu	Male	Student	IV-ECE
8.	22JU1A05D1	A.Sasankh Srinivas	Male	Student	IV-CSE
9.	23JU1A4320	T.Kasinadh	Male	Student	III-CSE-AI
10.	23JU1A6103	Sk.Arif	Male	Student	III-AI & ML

Vision:

- The foremost objective of this committee is to safeguard the self-esteem and rights of all individuals in the institution, empowering them to actively participate in all college activities and ensuring a sense of equality and inclusion.
- The Internal Complaints Committee extends its support to foster the development and progress of students and staff from diverse backgrounds, including rural areas.
- The Internal Complaints Committee upholds the dignity of every individual in the workplace.
- Any type of harassment—physical, verbal, or mental—shall come under the purview of the committee, which is empowered to initiate legal actions against such offences.

Mission:

- To enlighten all members of the institution about their legal rights and to strive towards promoting equality, mutual respect, and welfare through various programs and initiatives.

Objectives: The objectives of the Committee are:

- Prevent harassment and discrimination by fostering an atmosphere of mutual respect among students, faculty, and staff.
- Make recommendations to the administration for updates or revisions to institutional rules, to ensure inclusivity and equality, and to define procedures for handling issues of harassment or discrimination in a fair and systematic manner.
- Address complaints of harassment or discrimination promptly, ensuring timely resolution, support services for the complainant, and termination of inappropriate behavior.
- Recommend appropriate disciplinary action against the guilty party to the administration.



Periodicity and Attendance at Meetings:

- a. The Internal Complaints Committee shall meet at least once every six months. However, additional meetings may be convened at the request of the coordinator or any member to address urgent matters.
- b. At least four members of the Internal Complaints Committee shall be present at a meeting.

Procedures for Approaching the Committee:

The Committee deals with issues relating to harassment and discrimination at the institution. This is applicable to all students, staff, and faculty. A complaint may be lodged by the victim or a third party. A written complaint should be addressed to the Convener of the Committee.

The Supreme Court defines harassment as “unwelcome” behavior that may be physical, verbal, or non-verbal in nature, including:

- Physical contact and advances
- Demands or requests for favors
- Remarks with inappropriate undertones
- Sharing offensive material, such as explicit pictures or messages
- Any unwelcome behavior of a physical, verbal, or non-verbal nature

The following types of harassment are covered by the committee:

- Inappropriate comments or behavior
- Unsavoury remarks
- Jokes or actions that cause embarrassment
- Insults, innuendos, or taunts targeting specific groups or individuals
- Unwelcome overtures, such as through telephone or digital platforms
- Unwanted physical contact or advances
- Displaying offensive material such as explicit images or derogatory content
- Physical confinement or any act that violates privacy

Roles and Responsibilities of Student Representatives: A representative stands for the interests and welfare of their peers. The student representative of the ICC represents the concerns of their class. Here are the responsibilities of the student representative. They should be willing:

- To spread awareness of the ICC's objectives among their peers.
- To participate actively in events and competitions organized by the committee and encourage others to do so.
- To enthusiastically assist in organizing events under the guidance of the committee.
- To engage regularly with their classmates and identify concerns.
- To bring any specific issues to the attention of the faculty representative or relevant authorities.



Initiatives:

- Educating all members of the institution on the importance of equality and mutual respect.
- Providing counseling services.
- Offering opportunities and programs to foster individual growth and empowerment.
- Conducting competitions to encourage creativity and innovative thinking.
- Performing audits to promote inclusivity and equal treatment.

Functions organized by the committee:

- Creating awareness about welfare and equality through various programs.
- Discussing workplace concerns and suggesting solutions.
- Organizing self-improvement and skill-building programs.
- Enhancing interpersonal skills for better collaboration and understanding.
- Cultivating an environment of mutual respect and inclusion.
- Conducting cultural and recreational events to boost confidence.
- Hosting health awareness initiatives for the institution.

Instructions to All Members of the Institution:

1. Follow a respectful and appropriate dress code that aligns with institutional norms.
2. Avoid sharing personal contact information with unfamiliar individuals.
3. Report any instance of harassment or discrimination to higher authorities for prompt action.

PRINCIPAL

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