



**VELAGAPUDI RAMAKRISHNA  
SIDDHARTHA ENGINEERING COLLEGE**

**DEEMED TO BE UNIVERSITY**

(Under Section 3 of UGC Act, 1956)

Kanuru, Vijayawada - 520 007, AP. www.vrsiddhartha.ac.in

(Sponsored by Siddhartha Academy of General & Technical Education)

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VRSEC/Registrar's Office – ICC/2024

**Date: 28-10-2024**

O. C. No.

**Dr. M. Ravichand**, M. A., M. Phil., Ph. D.

REGISTRAR

**PROCEEDINGS OF THE REGISTRAR**

SUBJECT: VRSEC – ICC COMMITTEE (2024-2025) – CONSTITUTED – ORDERS – REG.

**INTERNAL COMPLAINTS COMMITTEE**

S. No.	Name	Designation & Department	Position
1)	Dr. M. Padmaja	Professor, Dept. of ECE	Presiding Officer
2)	Dr. A. Rama Devi	Professor, Dept. of EEE	Member
3)	Dr. A. Sumalatha	Asst. Professor, Dept. of EIE	Member
4)	Mr. D. Jagannadham	Mechanic	Member
5)	Mrs. Y. Durga Bhavani	Data Entry Operator, Dept. of ECE	Member
6)	Mrs. K. Anuradha	Lecturer, VDS Law college	Member
7)	Mr. P. Satya Siva Jayaditya Regd. No. 24EU04041	Student Department of CSE	Member
8)	V. Hema Asmitha Regd. No. 24EU05258	Student Department of ECE	Member
9)	B. Neel Vikram Pranav Regd. No. 24EU03057	Student Department of CE	Member

The Internal Complaints Committee (ICC) is responsible for addressing complaints related to sexual harassment and ensuring a safe and respectful environment for all students, faculty, and staff. The committee functions under UGC, AICTE, and other government norms, particularly adhering to the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

***The following are the key powers and functions of the Internal Complaints Committee:***

**1. Policy Formulation and Awareness:** Develop and implement policies to prevent sexual harassment within the university, ensuring compliance with UGC, AICTE, and statutory guidelines. The committee organises awareness programs, workshops, and seminars to educate the campus community on their rights and the process of lodging complaints.

**2. Receiving Complaints:** Accept complaints of sexual harassment from students, faculty, and staff in a confidential and sensitive manner. The committee ensures that all complaints are acknowledged and processed promptly without discrimination.

**3. Investigation of Complaints:** Conduct impartial and thorough investigations into complaints, including collecting evidence, interviewing the complainant, respondent, and witnesses. The committee ensures a fair hearing and follows due process as per legal and institutional guidelines.

**4. Adjudication and Decision-Making:** Review findings from investigations and make decisions based on the evidence. The committee recommends appropriate actions, which may include disciplinary measures against the respondent, aimed at addressing the complaint and preventing recurrence.



**5. Confidentiality and Protection:** Maintain confidentiality of the proceedings and protect the identities of all parties involved. The committee ensures that no retaliation or victimisation occurs against the complainant or witnesses.

**6. Counselling and Support Services:** Provide counselling and support to complainants, guiding them through the complaint process and ensuring their well-being. The committee works with other departments to offer psychological support and assistance as needed.

**7. Preventive Measures:** Proactively suggest measures to prevent sexual harassment, such as improving campus safety, revising policies, and conducting gender sensitisation programs. The committee works to create a positive and inclusive campus culture.

**8. Training and Capacity Building:** Organise training programs for ICC members, staff, and students to build awareness and equip them with the skills to handle complaints effectively. The committee ensures that its members are trained in relevant legal and procedural aspects.

**9. Grievance Redressal Mechanism:** Serve as a platform for addressing grievances related to sexual harassment, ensuring prompt and unbiased redressal. The committee ensures that grievances are resolved in accordance with the law.

**10. Annual Reporting:** Prepare and submit an annual report to the university authorities and, where required, to statutory bodies, detailing the number of cases received, disposed of, and the actions taken. The committee maintains transparency and accountability in its operations.

**11. Compliance with Legal Norms:** Ensure that all actions and decisions comply with AICTE & UGC norms.

**12. Monitoring and Evaluation:** Regularly review and evaluate the effectiveness of its policies and procedures, making necessary adjustments to improve its functioning. The committee ensures continuous improvement in its approach to handling complaints.

**13. Promoting a Safe Campus Environment:** Work towards creating a safe, respectful, and non-discriminatory environment for all members of the university community, ensuring that the campus is free from sexual harassment.

**14. Implementation of Recommendations:** Follow up on the implementation of recommendations made by the ICC in response to complaints, ensuring that corrective actions are taken and monitored. These powers and functions enable the Internal Complaints Committee to uphold a safe and respectful environment within the university, fostering a culture of dignity, equality, and accountability.

**Note:** The committee is advised to regularly review the UGC and AICTE norms to ensure compliance when addressing grievance cases.

*M. Ravichandran*

Registrar  
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