



# VIKAS GROUP OF INSTITUTIONS

(Sponsored by Mother Theresa Educational Society)

Approved by AICTE, New Delhi, PCI, New Delhi & Affiliated to JNTUK, Kakinada

ISO 9001: 2015 Certified

Nunna – 521 212, Vijayawada Rural, A.P. India.

Email: principal.9t@gmail.com

## Internal Complaints Committee (ICC)

Date: 05-06-2025

**The committee has been reconstituted with the following members  
2025-26**

Sl No	NAME	Designation & Department	Position
1.	Dr. P. S. Srinivas	Principal / Director	Chairman
2.	N. Manasa	Asso. Professor, Pharmacy Dept	Convener
3.	M. Kalyani	Professor, S&H	Member
4.	K. Geetha	Asst. Professor, Civil Dept	Member
5.	S. Jyothi	Asst. Professor, S&H Dept	Member
6.	G. Shekhar Reddy	Asst. Professor, ECE Dept	Member
7.	P. Mounika	229T1A0569 , III YEAR	Student Member
8.	B. Ramyasri	239T5A0402, III YEAR	Student Member

*PSR/OPS*

Principal / Director



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## Internal Complaints Committee

### Standard Operating Procedure

#### Objectives

The Internal Complaints Committee is a statutory body introduced with the key objective of prevention, prohibition and Redressal

1. To create gender sensitization among all categories of employees and students through posters, stickers and other audio visual media and by conducting various activities.
2. Sexual harassment of women employees and students within the college.

#### Who can complain?

- The complainant
- Any other person who has the knowledge of the incident with the consent of the complainant like friends, relatives and co workers

#### What should the complaint contain?

- The written complaint should contain a description of each incident(s), with relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties.
- The complaint SHOULD NOT be anonymous.

#### When can the complainant complain?

The complaint to the Internal Complaints Committee (ICC) need to be submitted **within 3 months** of the incident occurred.



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## Where can the complainant complain?

- To the Principal/Director
- To Head of the Department / Dean
- In-charge Internal Complaints committee (ICC)
- From the college Website

## Functions

The main functions of the committee are as follows:

- Counselling services for complainants
- Sensitization / Awareness programs for prevention of sexual harassment at the workplace
- Grievance Redressal of sexual harassment

## Constitution of the Committee

It is constituted by 10 members:

- Chairman
- Member convener
- Senior counselling member
- 5 Faculty Members
- 2 student representatives

## Working of the committee

- It organizes training programs / workshops for college staff and students to sensitize them and ensure knowledge and awareness of rights, entitlements and responsibilities enshrined in the act.
- It creates awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment
- The ICC of the college is prominently displayed on the website of the college with the names of the committee members.



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- The committee works towards providing Grievance Redressal of sexual harassment case filed by any employee/ student of the college against a male colleague/ teacher/ student.
- It is active on the social media for a wider reach among the students and staff with its purpose and functions prominently displayed.

{\*Reference: The Gazette of India, MHRD (UGC Notification) Notification, 2<sup>nd</sup> May, 2016}

### Documents maintained by the Committee

- SOP
- Annual Report of the Committee
- Activity banners / posters
- Files of ICC cases
- Copy of The Gazette of India, MHRD (UGC Notification) Notification, 2<sup>nd</sup> May, 2016

PSUOPS

Principal / Director