



sasi INSTITUTE OF
autonomous TECHNOLOGY &
ENGINEERING

Accredited by **NAAC** with "A" Grade,
Recognised by **UGC** under section 2(f) &12(B)
Approved by **AICTE - New Delhi**
Permanently Affiliated to **JNTUK, SBTET,**
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/SA/08/2021-22/01

Date:07.08.2021

Order of the Principal dated 07.08.2021

OFFICE ORDER

Sub: Internal Complaint Committee (ICC)for A.Y 2021-2022-reg.

Ref1: Letter dt. 07.08.2021 from Dr T V Rama Krishna, Coordinator, IQAC & N Sannajaji, Assistant Professor, ECE

Ref2: No.F.3.3-3/2021(Autonomy/UGC-SERO), Dated: 18.03.2021

Ref3: Regulations, 2016 vide No. F.AICTE/WH/2016/01, dated 10th June, 2016

SITE is committed to providing for all women who fall within its jurisdiction including its academic, non-academic staff and students, a place of work and study, free from sexual harassment, intimidation and exploitation. Every woman shall have a right to work in an environment free from any form of Sexual Harassment.

Internal Complaint Committee has been constituted with the following members for the academic year 2021-2022.

Faculty Members

S No	Name	Designation	Department
1	N Sannajaji	Coordinator	ECE-Asst.Professor
2	K.Bhagyalakshmi	Member	ECE- Asst. Professor
3	Smt. B Kusuma	Member	MS- Asst.Professor
4	K.Sravani	Member	EEE- lecturer
5	Mrs. K Yasodhara	Member	CSE- Asst.Professor
6	Mrs. R.Sudha Rani	Member	CE - Asst.Professor
7	Dr. P. Rama Krishna Veni	Member	ASH-Asst.professor

Student Members

1	19K61A012,Ms. Paruchuri Leela Sai Lakshmi	Member	CE-Student
2	18K61A0149,Ms. Yarramsetti Sri Kanya	Member	CE-Student
3	18K61A0403, Alapati Aruna	Member	ECE-Student
4	18K61A0459, Kakarla Hima Sree	Member	ECE-Student
5	18K61A0515, Basava Rishita	Member	CSE-Student
6	18K61A0572 K.Durga Devi	Member	CSE-Student

7	18K61a1238, P.Monika	Member	IT- Student
8	19K61A1215, G.Harishitha	Member	IT- Student
9	20K61A0570, Kavya Yanumula	Member	CSE- Student
10	20K61A0445, G.Jaya Sri Durga	Member	ECE- Student
11	18K61A0377, M.Priyanka	Member	ME- Student
12	20K65A0332, P.Mohan Keerthi	Member	ME- Student
13	19K61A0219, I.Priyanka	Member	EEE-Student
14	19K61A0244,P.Bindu Ramyasri	Member	EEE-Student

Functions of the Committee

- To promote and nourish a thriving culture for its stakeholders (female students & employees).
- To create awareness pertaining to gender sensitization.
- To provide a conducive platform for the stakeholders to air their grievances and ensure timely redressal through the 'Grievance Redressal System' in place.

General Roles and Responsibilities

- Dissemination of information and awareness generation (i.e. to create & communicate a detailed policy).
- To constitute a sub- committee at the departmental level comprising of faculty and student members for the welfare of women .
- Ensure that the members are trained in both skill & capacity in striving for an equal, safe and harmonious environment.
- To address and resolve grievances if any, on a timely basis.
- Prepare an annual report of the departmental women welfare activities and submit to the authorities

Objectives

- To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act) and to develop and implement a policy against sexual harassment of women at the SITE.
- To uphold Women's Right to Protection against Sexual Harassment and for the prevention and redressal of sexual harassment of women.
- To undertake all necessary and reasonable steps including the constitution of appropriate committees for purposes of gender sensitization and to conduct enquiries into complaints of sexual harassment.
- The foremost objective of this cell is to safeguard the self-esteem and rights of the women in the college; empowering them to take part in all the activities of the college and thereby make them to feel that they are no longer inferior to men.
- Women's Welfare Cell renders its support for the upliftment of girl students of rural areas.
- Women's Welfare Cell also provides a platform to uphold the dignity of women at work.

and full opportunity should be given to present their version to both the concerned parties.

j. Based on the inquiry made by the complaint committee and also the presentation and evidences presented, the committee will give its final report including the recommendations of the penalty to be imposed to the provost (SITE) of the college.

Definition of Sexual Harassment

For this purpose, sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Sexually colored remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Powers of the Committee

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
2. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
5. The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.

- Any type of sexual harassment i.e. physical, verbal or mental shall come under the purview of the cell, and it is empowered to initiate legal actions against such offences.
- To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.

The person who becomes victim of any act of sexual harassment narrated in Paragraph-1 should report to the chairperson of the complaint committee. The chairperson will also work as counselor in this regard.

The committee will process individual grievances concerning any kind of harassment including sexual in the SITE and its institutions and take suitable actions in the manner and mode provided as under:

- a. Any women employee or girl student will file a complaint concerning any sexual harassment against a boy student or a male officer or an employee
- b. Such a complaint may either be oral or in writing.
- c. Any complaint in writing has to be signed by the person making the complaint.
- d. If the complaint is oral, the same shall be put in writing (in detail) by the counselor and will read out to the complainant and will not be acted upon till the same is signed by the complainant.
- e. The complainant shall be afforded full secrecy at each stage.
- f. The chairperson will convene a meeting of the committee at the earliest but within a period of one week from the date of such complaint.
- g. Advance intimation shall be given to the complainant about the meeting and at the first meeting, the complainant shall be heard. The committee shall, then decide whether the complainant deserves to be proceeded with depending on the evidence and presentation made before it.
- h. In case the committee decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting, heard and if so satisfied that a warning is just and proper, he may be warned about his behavior. The matter shall be treated as concluded and disposed of with a note to that effect made in the complaint AO.
- i. In case the complainant requests that the complaint should be proceeded with beyond a mere warning, the same be proceeded after observing law of natural justice

6. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

Penalties: The penalties may be minor or major depending upon the nature of guilt for the employees and the students as the case may be as per the Discipline Appeal Rules and Maintenance of Discipline of the Students on the campus respectively.

All Heads of the Institution, Heads of the Department and the Section Heads are here by requested to kindly bring this to the notice of all the employees and students of the Institutions/ Sections concerned.

Period of Meeting


Once in a month (or) as and when required

Enc:

1. Minutes of the meeting content

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE
Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
Mail & Hard copy to: PA to principal
Mail & Hard copy to: Director
Mail & Hard copy to: Principal polytechnic
Mail & Hard copy to: N Sannajaji, Coordinator
Mail & Hard copy to: Dr T V Rama Krishna, IQAC, Coordinator
Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS
Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO/
Mail to: All faculty members/ All committee **members**
Mail to: All students


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