



DhaneKula Institute of Engineering & Technology

(Approved by AICTE, Permanently Affiliated to JNTU, Kakinada)

An ISO 9001- 2015 Certified Institution

Ganguru, Vijayawada - 521 139, Ph. : 8333924842, 8333924843, 9441675588, Mob. : 9491017088

E-mail : diet.principal@gmail.com, principal@diet.ac.in, website : www.diet.ac.in

Ref: DHAN/IE&T/Establishment of Committees/01

Date: 17-10-2022

Ganguru

Sub: Proceedings – Nomination – Coordinators & Members – Internal Complaint Committee

The following are the faculty members appointed for Internal Complaint Committee with effect from the date of this letter till further orders.

S.No	Name of Faculty	Position	Department	Contact Number	Email Id
1	Ms. V. Vasanthi	Coordinator	BS&H	9247271848	vasanthi.vasireddy@yahoo.com
2	Mr. M. Sai Ganesh	Member	CE	8125527560	saiganeshmekal@gmail.com
3	Mr. T. Venkateswara Rao	Member	EEE	8008611762	venkat.thorlikonda@gmail.com
4	Mr. P. V. Siva Teja	Member	ME	9912484142	pvsteja1990@gmail.com
5	Dr. V. Teju	Member	ECE	9948150940	ventrapragadateju@gmail.com
6	Dr. K. Sowmya	Member	CSE	9502386224	konerusowmya@gmail.com
7	Ms. Ch. Lavanya Susanna	Member	IT	8106441770	lavanyasusannadiet@gmail.com
8	Ms. D. Bhargavi	Member	BS&H	9490002577	bhargavi091985@gmail.com

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DHANEKULA INSTITUTE
OF ENGINEERING AND TECHNOLOGY
Ganguru, Vijayawada-521 139


HOD CE

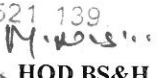

HOD EEE


HOD ME


HOD ECE


HOD CSE


HOD IT


HOD BS&H



DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY
GANGURU::VIJAYAWADA – 521 139
INTERNAL COMPLAINT COMMITTEE

FUNCTIONS OF THE CELL

Objectives:

- To consider the welfare women teaching and non-Teaching faculty and girls students.
- To handle the issues related with sexual harassment women faculty and students.
- To provide information regarding counseling and support services on our campus.
- To take proactive measures towards sensitization of the faculty and students on gender issues.

Responsibilities:

- Committee will take all necessary steps to assist the affected person in terms of support and preventive action.
- Committee shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.
- If the allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent to the management.

Working Rules for Internal Complaints Committee

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to make exceptions to the procedure stated hereunder.

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. 6 copies of a written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to ICC at a later stage during the proceeding.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.

Provided further that the ICC for the reasons to be recorded in writing, can extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

2. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.
4. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)

5. The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.
6. The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.
7. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the employer for necessary compliance.
8. The Committee shall provide the copies of the settlement as recorded under (7) to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.
9. If conciliation is found to be not feasible, notice will be issued to both parties for hearing.
10. The Committee may direct the Registrar to ensure the safety and protection of the aggrieved woman if and when required.
11. As an interim measure, ICC may recommend
 - a) the transfer of the aggrieved woman or the respondent to another section or Department as deemed fit by the Committee.
 - b) grant leave to the aggrieved woman upto a period of three months or :
 - c) restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman.
 - d) grant such other relief to the aggrieved woman as the case may require.
12. The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
13. The Presiding Officer shall convene the first hearing of the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings. The subsequent proceedings may be on a day to day basis, to be decided by ICC.
14. The Committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case.
15. The Committee may at any time during the enquiry proceedings, preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses

keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.

16. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice. The aggrieved woman/respondent has to submit the written reply before the committee within the specified time given.
17. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
18. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.
19. The past sexual history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
20. The Committee shall have the right to terminate the enquiry proceedings and to give an ex party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
21. The aggrieved woman and the respondent, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the aggrieved woman and/or the respondent on her/his behalf shall be (only) either a student, or a member of the academic or non-teaching staff. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The aggrieved woman/respondent should inform the Presiding Officer specifically if they wish to exercise this right. The Presiding Officer shall allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.
22. The aggrieved woman and the respondent shall be responsible for presenting their witnesses before the Committee. However, if the Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.

23. All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing the same day, as audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.
24. If the aggrieved woman desires to tender any documents by way of evidence, the Committee can supply true copies of such documents to the respondent. Similarly, if the respondent desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the aggrieved woman.
25. In the event the Committee thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.
26. The aggrieved woman and the respondent shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the Committee only. **The respondent shall have no right to directly cross-examine the aggrieved woman or her witnesses.**
27. The respondent/aggrieved woman may submit to the Committee, a written list of questions that he/she desires to pose to the aggrieved woman/witness. The Committee (ICC) shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive.
28. Amicus Curie can be called for helping the committee if and when required.
29. After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.
30. If the Committee finds no merit in the allegations, it shall report to the Institute.
31. In the event the Committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the Institute. The following actions may be recommended:
 - a. A written apology

- b. Warning
 - c. Reprimand or censure
 - d. Withholding of promotion
 - e. Withholding of pay rise or increments
 - f. Undergoing a counseling session
 - g. Carrying out of community service
 - h. Terminating the respondent from service
 - i. Any other punishment according to the service rules applicable to the respondent
32. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Institute to take action against such falsification.
33. Nothing precludes the Institute authority from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the inquiry proceedings or even after the communication of the findings to appropriate Institute authorities.
34. If the allegation(s) is/are proved against the respondent, the Committee may direct the Institute to ensure the payment of compensation to the aggrieved woman by the respondent. The determination of compensation to the aggrieved woman shall be decided based on the following facts:
- i. The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
 - ii. The loss of career opportunity due to the incident of sexual harassment.
 - iii. Medical expenses incurred by the victim for physical or psychiatric treatment
 - iv. The income and financial status of the respondent
 - v. Feasibility of such payment in lumpsum or in installments
35. The Institute authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation.

36. ICC shall have the necessary powers to take suo motu notice of incidents of sexual harassment and/or gender injustice in the Institute campus and act against the same in such manner as it deems appropriate.
37. The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the Institute shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.
38. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the Complaints Committee.
39. The Committee has the powers of a civil court in the following cases
 - i. Summoning and enforcing the attendance of any person related to the incident.
 - ii. Requiring the discovery and production of any documents
 - iii. Any other matter relating to the incident as decided by the Committee from time to time.
40. The aggrieved woman or respondent may prefer an appeal to the competent authority.



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Internal Complaint Committee

Half-yearly Review Meeting

Ac. Yr. : 2021-2022
Date : 27 Dec 2021
Time : 4:30 – 5:30 PM
Place : Principal's Conference Room

Members invited: all the committee members

Agenda:

- ✚ Complaints, if any
- ✚ Observations by the members
- ✚ Further action

Minutes of Meeting:

- The members discussed whether any complaints received by the committee and found that there are no complaints sent to ICC.
- Each member shared their observations and it is understood that girl students have a few concerns regarding waiting halls and wash rooms. It is noted that no locks for a few doors and wash rooms cleanliness is not up to the mark.
- Members expressed the need to follow-up such issues regularly.

Resolutions:

- Bringing this issue to the notice of maintenance committee and check whether it gets rectified.

Next review meeting by the ICC: it is proposed to meet in the last week of May 2022.

S.No.	Members Present	Role	Department	Signature
1	Dr K Ravi	Chair person	Principal	
2	Ms V Vasanthi	Coordinator	BS&H	
3	Ms D Bhargavi	Member	BS&H	
4	Dr K Sowmya	Member	IT	
5	Ms K Sandhya Rani	Member	CSE	
6	Dr M Vamsi Krishna	Member	ECE	
7	Mr P Siva Teja	Member	ME	
8	Ms V Bindu	Member	EEE	
9	Mr M Sai Ganesh	Member	CE	

Coordinator, ICC

Principal



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Internal Complaint Committee

Half -yearly Review Meeting

Ac. Yr. : 2021-2022

Date : 30 May 2022

Time : 4:30 – 5:30 PM

Place : Principal's Conference Room

Members invited: all the committee members

Agenda:

- ✚ Complaints, if any
- ✚ Observations by the members
- ✚ Further action

Minutes of Meeting:

- The members checked if any complaints and found that no complaints received by ICC.
- Each member shared their observations and identified the common issue raised by the first year students. They
 - request for sports hours
 - complain that sports periods are often converted to other activities
 - notice that few of their classmates throwing the waste through the windows and the dirt causes mosquito problem.
 - request to arrange more fans in the classrooms, middle rows
 - request to increase the quantity of snacks in girls' hostel
 - Request to arrange mirrors in boys' washrooms

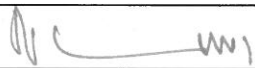
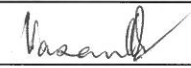
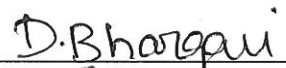
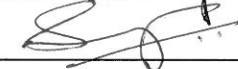
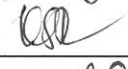
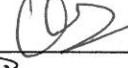
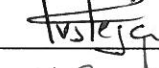
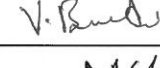

Conclusion:

- One sports period per week is already scheduled in the TT
- Sometimes cancellation of a few hours made mandatory by the Principal to follow the important events planned by APSCHE - Talk the Book Program to educate students to create awareness on the importance of book reading.


Resolutions:

- Principal suggested the department heads not to cancel library / sports hours unless some mandatory schedules.
- Also instructed them to compensate the cancelled hours.
- Regarding students throwing waste / mosquito problem, the issue is communicated to the NSS team and suggested the coordinator to conduct awareness sessions on Clean & Green Campus for all the first year students.
- With respect to the request of more fans in the classroom, General maintenance committee is requested to review and raise the proposal if required.
- The issues related to snacks and mirrors in the boys' washrooms are communicated to the hostel maintenance team and requested them to do the needful.

Next review meeting by the ICC: it is proposed to meet in the last week of Dec 2022.

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1	Dr K Ravi	Chair person	Principal	
2	Ms V Vasanthi	Coordinator	BS&H	
3	Ms D Bhargavi	Member	BS&H	
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Coordinator, ICC


Principal



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Internal Complaint Committee

Half -yearly Review Meeting

Ac. Yr. : 2022-2023
Date : 26 Dec 2022
Time : 4:30 – 5:30 PM
Place : Principal's Conference Room

Members invited: all the committee members

Agenda:

- Complaints, if any
- Observations by the members
- Further action

Minutes of Meeting:

- No complaints sent to ICC.
- Members discussed their observations and it is noticed that a few students are not satisfied with the food served in the hostel.
- It is also brought to the notice that during counselling, a few students complained about hostel rooms maintenance.

Resolutions:

- Principal suggested the hostel committee to take necessary action as soon as possible.

Next review meeting by the ICC: it is proposed to meet in the last week of May 2023.

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Internal Complaint Committee

Half -yearly Review Meeting

Ac. Yr. : 2022-2023
Date : 15 May 2023
Time : 4:30 – 5:30 PM
Place : Principal's Conference Room

Members invited: all the committee members

Agenda:

- ↓ Complaints, if any
- ↓ Observations by the members
- ↓ Further action

Minutes of Meeting:

- No complaints sent to ICC.
- Members discussed their observations and it is brought to the notice that during counselling, a few hostelers expressed their concerns -
 - complained that few calculators and other valuables are lost in the hostel
 - requested to allow them use their mobiles in library during study hours to access the study material in PDF format

Resolutions:

- Escalated the issue, losing valuables in the hostel to the management - for installation of CC Cameras
- It is to be conveyed to the students that as per the library rules, mobiles are not allowed to be used in the library, hence cannot be facilitated.
- Counsellors are informed to educate the students about the importance of reading books, guiding them to read text books / reference books in the library.

Next review meeting by the ICC: it is proposed to meet in the last week of Dec 2023.

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Conclusion:

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Coordinator, ICC

Principal



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Internal Complaint Committee

Half -yearly Review Meeting

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Date : 15 May 2023
Time : 4:30 – 5:30 PM
Place : Principal's Conference Room

Members invited: all the committee members

Agenda:

- ↓ Complaints, if any
- ↓ Observations by the members
- ↓ Further action

Minutes of Meeting:

- No complaints sent to ICC.
- Members discussed their observations and it is brought to the notice that during counselling, a few hostelers expressed their concerns -
 - complained that few calculators and other valuables are lost in the hostel
 - requested to allow them use their mobiles in library during study hours to access the study material in PDF format

Resolutions:

- Escalated the issue, losing valuables in the hostel to the management - for installation of CC Cameras
- It is to be conveyed to the students that as per the library rules, mobiles are not allowed to be used in the library, hence cannot be facilitated.
- Counsellors are informed to educate the students about the importance of reading books, guiding them to read text books / reference books in the library.

Next review meeting by the ICC: it is proposed to meet in the last week of Dec 2023.

S.No.	Members Present	Role	Department	Signature
1	Dr K Ravi	Chair person	Principal	
2	Ms V Vasanthi	Coordinator	BS&H	
3	Mr M Sai Ganesh	Member	CE	
4	Mr T Venkateswara Rao	Member	EEE	
5	Mr P V Siva Teja	Member	ME	
6	Dr V Teju	Member	ECE	
7	Dr K Sowmya	Member	CSE	
8	Ms Ch Lavanya Susanna	Member	IT	
9	Ms D Bhargavi	Member	BS&H	

Coordinator, ICC

Principal