



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

[Sponsored by Lavu Educational Society, Affiliated to JNTUH & Approved by AICTE, New Delhi]
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301. Phone: 96529 10002/3



Internal Complaints Committee (ICC)

A.Y: 2022-2023



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(An Autonomous Institution)



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VMTW/EST/ICC/CIR/2022-23/09

Date: 17-04-2023

CIRCULAR

This is to inform all Internal Complaints Committee (ICC) members that an ICC meeting has been scheduled on 19th April, 2023 at 3:00PM in Board room at Block -A, VMTW. All ICC members are requested to attend the meeting without fail.


PRINCIPAL

Copy to:
All members of ICC,
Principal Office file.



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10th Internal Complaints Committee Meeting on 19th April, 2023 at 3:00PM at Board room.

AGENDA

1. Review and confirmation of the minutes of 9th ICC meeting held on 20th Nov, 2022.
2. Action taken report of ICC meeting held on 20th Nov, 2022, if any.
3. Discussion on complaint request by ICC, if any.
4. Planning and discussion about awareness program for next six months.
5. Any other matter with the permission of the Chair.


Convener


Principal

Committee members:

S. No	Name of the Committee Member	Signature
1	Dr.G.Apparao Naidu	
2	Mrs. V. Suzan Shalini	
3	Dr. D.Shankar	
5	Mrs. D. Kavitha	
6	Mrs.V.Srilatha	
7	Mrs. Krishnaveni	
8	Ms.D.Divya	
9	Ms.R. Bhavana	

Vignan's Institute of Management & Technology for Women

(An Autonomous Institution & Accredited NAAC)

MINUTES OF ICC MEETING

10th Internal Complaints Committee Minutes of Meeting held on 19th April, 2023

At 3:00PM at Board room.

The convener welcomed all the members to the meeting of the internal complaints committee (ICC), and the following agenda points were discussed during the meeting.

Agenda1: Review and confirmation of 9th ICC meeting held on 20th Nov, 2022.

- The Committee reviewed the minutes of the previous ICC meeting. The members confirmed that the minutes accurately reflected the discussions and decisions taken. The minutes were approved.

Agenda 2: Action taken report of the ICC meeting held on 26th Nov, 2022, if any.

- The Committee reviewed the action items from the 09th ICC meeting.

S.No	Item	Action Taken
1	No internal complaints were received during the reporting period.	No inquiries or investigations were pending.
2	Cyber Safety awareness program was planned on 26 th Nov, 2022	Awareness program was conducted on 26 th Nov, 2022 at VMTW campus. For the benefit of students and staff

Agenda 3: Discussion on complaint request by ICC, if any

No internal complaints were received during the reporting period of 10th Meeting.

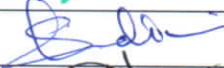
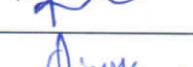
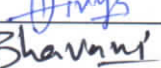
Agenda 4: Planning and discussion about awareness program for next six months.

- The Committee discussed and agreed to organize an awareness program on “**Self-Confidence and Leadership Development**” for students and employees in our campus.
- The program is proposed to be conducted in April month, subject to management approval and Speaker availability.
- The ICC and IQAC department will coordinate the arrangements and participation.
- Schedule of the Awareness Program: A **Self-Confidence and Leadership Development** Awareness Program will be conducted on **29th April, 2023** at VMTW campus.

Agenda 5: Any other matter with the permission of the Chair.

No other matters were raised for discussion with the permission of the Chair. The meeting concluded with a vote of thanks to the Chair and all members.

The following members were present for ICC Meeting

S. No	Name of the Committee Member	Signature
1	Dr.G.Apparao Naidu	
2	Mrs. V. Suzan Shalini	
3	Dr. D.Shanthi	
5	Mrs. D. Kavitha	
6	Mrs.V.Srilatha	
7	Mrs. Krishnaveni	
8	Ms.D.Divya	
9	Ms.R. Bhavana	


Convener


Principal

22-05-2023.

Ghatkesar.

TO

the principal,
VMTW.

From

CSE & ECE (Dept),
First Year Students,
VMTW.

Through proper channel.

V. Suzan shalini,
Dept. of BSIH
VMTW.

Sub: Request for arrange CCTV cameras and Security for safety.
Respected Sir,

We are from CSE & ECE student first year, VMTW. We respectfully submit this request regard safety and security of students in the campus. It is requested to the arrange CCTV cameras in some places like corridors, labs, library and entrance of the gate and also hostel surrounding. This will help in monitoring in campus and women safety. Increase the security specially at hostel, gate and block entrance. We kindly request you to consider our proposal and do the needful as early as possible.

Thanking you Sir.

Forward

22/5/23

Yours faithfully.

Devi (CSE)
Vyshnavi (ECE)
Akshara (CSE)

Vignan's Institute of Management & Technology for Women

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AWARENESS EVENT REPORT

Topic Name: **“Self-Confidence and Leadership Development”**

Date: **29th April, 2023**

Speaker: **Dr. Sreeveni V**

Objective of the Program:

- Enhance self-confidence and encourage women to recognize their strengths and abilities.
- To develop leadership qualities such as decision-making, communication, and problem-solving skills.
- To encourage participants to take initiative and actively contribute in professional and personal environments. Build confidence in handling challenges, responsibilities, and workplace situations.
- To promote a growth mindset and continuous learning for career advancement. Inspire women to overcome self-doubt and develop a positive professional identity.
- To encourage effective teamwork, collaboration, and influencing skills.

Interactive session Covered:

- Importance of self-confidence in personal and professional growth was discussed.
- Strategies for building confidence through positive thinking, skill development, and continuous improvement were explained.
- Leadership qualities such as accountability, decision-making, adaptability, and communication were highlighted.
- Participants discussed common challenges faced by women in leadership roles and ways to overcome them.
- the importance of effective communication and active listening in leadership was covered.
- Tips for managing responsibilities, setting goals, and achieving career growth were shared.
- Participants were encouraged to take leadership opportunities and build supportive professional networks.
- Interactive discussions and experiences were shared to promote confidence and leadership awareness.
- The programme concluded with a Vote of Thanks.

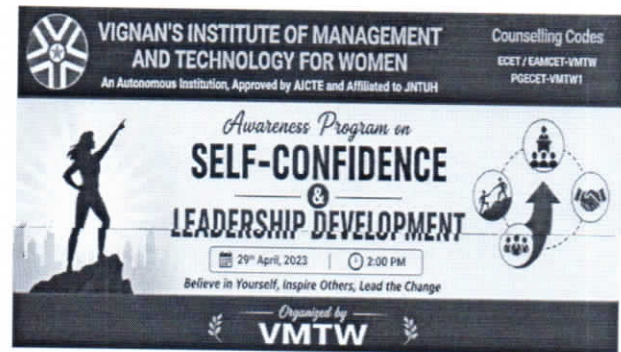


Fig: active participation in the awareness program

Convener (ICC)



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VMTW/EST/ICC/CIR/PO/2022-23/05

Date: 11-07-2022

OFFICE ORDER

Establishment of Internal Complaints Committee (ICC)

A committee consisting of the following members is hereby constituted as “**Internal Complaints Committee (ICC)**” for the A.Y. 2022-23.

ICC Members:

S. No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal, VMTW	Chairman
2	Mrs. V. Suzan Shalini	Associate Professor, BS&H	Convener
3	Dr. D.Shanthi	Assistant Professor, CSE	Member
5	Mrs. D. Kavitha	Lab Assistant, BS&H	Member
6	Mrs.V.Srilatha	Lab programmer, CSE	Member
7	Mrs. Krishnaveni	NGO, External	Member
8	Ms.D.Divya	Student Representator	Member
9	Ms.R. Bhavana	Student Representator	Member

Roles & Responsibilities:

- The ICC shall function as per the statutory guidelines and ensure a safe and secure working and learning environment for women.
- The committee shall receive, inquire into, and redress complaints related to sexual harassment in a confidential and time-bound manner.
- The committee shall conduct awareness and sensitization programs periodically.
- The committee should Submit the Inquiry Report, Disciplinary Action taken, Filing the Annual Report to superior/ institutional head.


PRINCIPAL

Copy to:

All members of ICC,
Principal Office file.



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VMTW/EST/ICC/CIR/2022-23/13

Date: 19-11-2022

CIRCULAR

This is to inform all Internal Complaints Committee (ICC) members that an ICC meeting has been scheduled on 20th Nov, 2022 at 3:30PM in Board room at Block -A, VMTW. All ICC members are requested to attend the meeting without fail.

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9th Internal Complaints Committee Meeting on 20th Nov, 2022 at 3:30PM at Board Room.

AGENDA

1. Review and confirmation of the minutes of 8th ICC meeting held on 10th April, 2022.
2. Action taken report of ICC meeting held on 10th April, 2022, if any.
3. Discussion on complaint request by ICC, if any.
4. Planning and discussion about awareness program for next six months.
5. Any other matter with the permission of the Chair.

Convener

Principal

Committee members:

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MINUTES OF ICC MEETING

9th Internal Complaints Committee Meeting on 20th Nov, 2022

At 3:30PM at Board Room.

The convener welcomed all the members to the meeting of the internal complaints committee (ICC). It was discussed to decide the procedure to be followed while dealing with the complaints received in Internal Complaint Committee of the Institute and the following agenda points were discussed during the meeting.

Agenda 1: Review and confirmation of the minutes of 8th ICC meeting held on 10th April, 2022.

The Committee reviewed the minutes of the previous ICC meeting. The members confirmed that the minutes accurately reflected the discussions and decisions taken. The minutes were approved.

Agenda 2: Action taken report of ICC meeting held on 10th April, 2022, if any

- The Committee reviewed the action items from the 09th ICC meeting.

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1	No internal complaints were received during the reporting period.	No inquiries or investigations were pending.

Agenda 3: Discussion on complaint request by ICC, if any

No internal complaints were received during the reporting period of 9th Meeting.

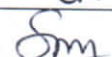
Agenda 4: Planning and discussion about awareness program for next six months.

- The Committee discussed and agreed to conduct awareness program on "Cyber Safety" for students and employees in our campus.
- The program is proposed to be conducted in the November month itself, subject to management approval and Speaker availability.
- The ICC and IQAC department will coordinate the arrangements and participation.
- Schedule of the Awareness Program: A "Cyber Safety", Awareness Program will be conducted on 26th Nov, 2022 at VMTW campus.

Agenda 5: Any other matter with the permission of the Chair.

No other matters were raised for discussion with the permission of the Chair. The meeting concluded with a vote of thanks to the Chair and all members.

The following members were present for ICC Meeting

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2	Mrs. V. Suzan Shalini	Convener	
3	Ms. D.Shanthi	Member	
5	Mrs. D. Kavitha	Member	
6	Mrs.V.Srilatha	Member	
7	Mrs. Krishnaveni	Member	
8	Ms.D.Divya	Member	
9	Ms.R. Bhavana	Member	



Convener



Principal

Vignan's Institute of Management & Technology for Women

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AWARENESS EVENT REPORT

Topic Name: "Cyber Safety"

Date: 26th Nov, 2022

Speaker: Mr. M. Mahender Reddy(CI)

Objective of the Program:

Cyber Safety Awareness Session involved

- Create awareness about cyber safety and common online threats.
- Educate participants on safe internet practices.
- To promote secure password management and multi-factor authentication (MFA).
- explained how to identify and report cyber scams

Few points discussed during presentation:

- Introduction to Cyber Safety
- Importance of Cyber Security in Daily Life
- Common Cyber Threats
- Identity Theft
- Safe Password Practices
- Multi-Factor Authentication (MFA)
- Social Media Safety and Privacy
- Email and Online Scam Awareness
- Device Security and Software Updates
- Reporting Cyber Incidents
- Cyber Safety Best Practices
- **Financial Fraud & Scams:** Crimes like Phishing, vishing, and spoofing use deceptive emails, texts, or phone calls to trick individuals into revealing login credentials, credit card details, or transferring money.
- **Identity Theft:** The unauthorized acquisition and misuse of personal information (e.g., Aadhar numbers, Social Security numbers)
- **Data Breaches:** Attackers hack into databases to steal sensitive internal, employee, or customer data, which is often sold on the dark web.

Reporting Cybercrime

- If you fall victim to a cyber scam or financial fraud, it is critical to act fast to stop the flow of money. Report the incident immediately by calling the national helpline number **1930** or logging your complaint on the National Cyber Crime Reporting Portal.
- **Vote of thanks:** Thank the keynote speakers, chief guests, and special invitees for sharing their time and valuable insights (CYBER CRIME Departmental Team). knowledge the committee, staff, and volunteers who planned the event.

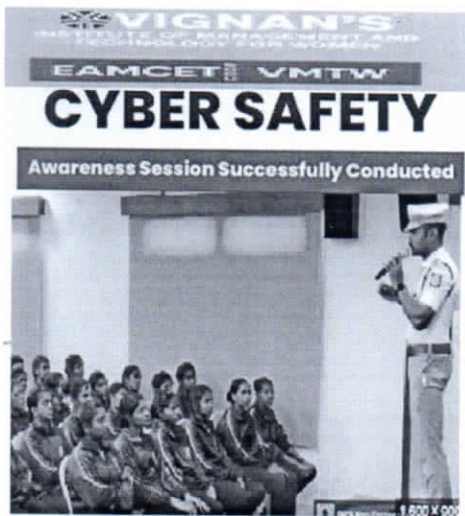


Fig: active participation of students and staff

Identifying Cyber Security Risks and Threats

- ✓ **Phishing**
Identify potential phishing attempts in emails and messages.
- ✓ **Malware**
Advised: Systems for virus and malware software threats.
- ✓ **Weak Passwords**
Customize password strength and enforce complexity requirements.
- ✓ **Unpatched Software**
Ensure all software applications are up to date regularly.
- ✓ **Insider Threats**
Monitor for unusual behavior from internal users and employees.
- ✓ **Network Vulnerabilities**
Conduct assessments to reveal network security gaps.
- ✓ **Data Breaches**
Analyze incidents to understand potential data loss risks.



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Counselling Codes
ECET / EAMCET-VMTW
PSECET-VMTW1

An Awareness Program on

CYBER SAFETY

DATE
26th Nov, 2022

TIME
10:00 AM

Organized by
ICC, VMTW

LOADING
PAC WORLD

LEARNING
ENHANCED

KEEP CALM
RECONSTRUCTION

THINK BEFORE
YOU CLICK

RESPECT
PROPERTY

USE SECURE
NETWORKS

Fig: presentation