



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: 2023-2024



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(An Autonomous Institution)



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VMTW/EST/ICC/CIR/2023-24/18

Date: 26-04-2024

CIRCULAR

This is to inform all Internal Complaints Committee (ICC) members that an ICC meeting has been scheduled on 29th April, 2024 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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12th Internal Complaints Committee Meeting on 26th April, 2024 at 3:00PM

At Board room.

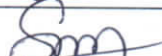
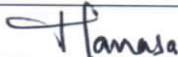
AGENDA

1. Review and confirmation of the minutes of the 11th ICC meeting held on 6th Nov, 2023.
2. Action taken report of ICC meeting held on 6th Nov, 2023, 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.Shanthi	
5	Mrs. D. Kavitha	
6	Mrs.V.Srilatha	
7	Mrs. Krishnaveni	
8	Ms.D.Manasa	
9	Ms.A. Harshitha	

Vignan's Institute of Management & Technology for Women

(An Autonomous Institution & Accredited NAAC)

MINUTES OF ICC MEETING

12th Internal Complaints Committee Minutes of Meeting held on 26th April, 2024

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.

Agenda 1: Review & Confirmation of the 11th Meeting held on 06th Nov, 2023.

- The Committee reviewed the minutes of the 11th ICC meeting. The members confirmed that the minutes accurately reflected the discussions and decisions taken. The committee approved.

Agenda 2: Action taken report of the ICC meeting held on 06th Nov, 2023, if any.

- The Committee reviewed the action items from the 11th ICC meeting.

S.No	Item	Action Taken
1	The Committee noted the request received from students. The students are Requested for Change in Lunch Timing and Extension of 5 Minutes.	Resolution: The Principal reviewed the recommendation and approved the extension of the mess lunch timing by 5 minutes, with immediate effective.
2	Women Empowerment awareness program was planned on 18 th Nov, 2023.	Awareness session was conducted on 18 th Nov, 2023 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 12th Meeting.

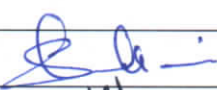
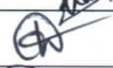
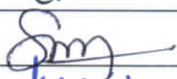
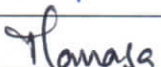
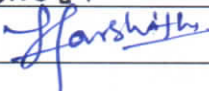
Agenda 4: Planning and discussion about awareness program for next six months.

- The Committee discussed and agreed to organize an awareness program on “**LAWgic Insights**” for students and employees in our campus.
- The program is proposed to be conducted in May 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 **LAWgic Insights** Awareness Program will be conducted on **4th May, 2024** 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.Manasa	
9	Ms.A. Harshitha	


Convener


Principal

5/01/2024.

VMTW.

TO

the principal,
VMTW, 501301.

Through proper channel.

v. shalini

Asst. professor, B&H Dept.

Sub: Extension of lunch break by 5 min and change time slot.

Respected Sir,

I respectfully submit this request on behalf of the first year students, regarding change lunch time and extension of time at the present the allotted lunch break is (12:25pm - 1:10pm) often insufficient time. and also request to extend 5 min during lunch break. I sincerely request you to consider this proposal favorably and take the necessary action for the benefit of the college.

Thanking you sir



your sincerely

Forward.

5/1/24

D. Manasa. - 

A. Harshitha - 

Vignan's Institute of Management & Technology for Women

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AWARENESS EVENT REPORT

Topic Name: "LAWgic Insights"

Date: 04th May, 2024

Speaker: Ms. M. Veena

Objective of the Program:

Create awareness among students about their fundamental legal rights and responsibilities. Promote legal literacy and encourage informed decision-making and educate participants on laws related to women, cyber safety, consumer rights, and human rights.

Topics Covered:

- Fundamental Rights and Duties
- Legal Rights of Women
- Cyber Laws and Digital Safety
- Consumer Protection
- Prevention of Sexual Harassment
- Domestic Violence Awareness
- Intellectual Property Basics
- Legal Aid Services
- Career Opportunities in Law
- Ethics and Professional Responsibility

During session, participants will be able to: Understand their basic legal rights and responsibilities.

- Identify legal remedies available in common situations. Recognize the importance of legal awareness in daily life.
- Apply legal reasoning to simple real-life scenarios. Know where and how to seek legal assistance.
- Demonstrate greater confidence in addressing legal issues responsibly.

Key Legal Sections & Mechanisms:

- Under the POSH Act (Sexual Harassment of Women at Workplace Act, 2013), the primary sections addressing sexual harassment are **Section 3** (Definition and Prevention) and **Sections 4 & 6** (Complaint Redressal Committees). Victims must file a written complaint within 3 months of the incident.

- Section 3 (Prohibition of Sexual Harassment):
- Section 4 (Internal Complaints Committee - ICC):
- Section 6 (Local Complaints Committee - LCC):
- The programme concluded with a Vote of Thanks.



Fig: active participation in the awareness program

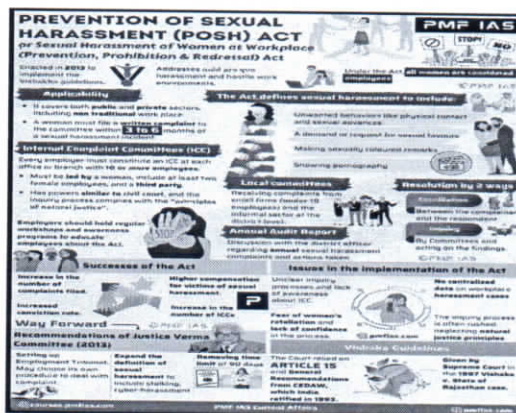
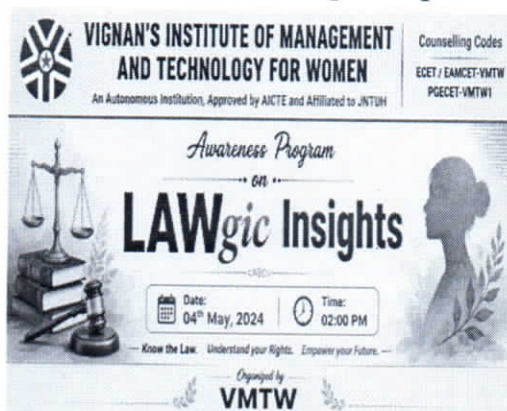


Fig: Awareness program Insights.

Convener (ICC)



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VMW/EST/ICC/CIR/PO/2023-24/11

Date: 17-07-2023

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. 2023-24.

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.Manasa	Student Representator	Member
9	Ms.A. Harshitha	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/2023-24/02

Date: 03-11-2023

CIRCULAR

This is to inform all Internal Complaints Committee (ICC) members that an ICC meeting has been scheduled on 6th Nov, 2023 at 2:30PM 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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11th Internal Complaints Committee Meeting on 6th Nov, 2023 at 2:30PM
At Board room.

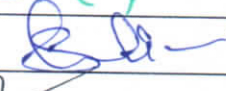
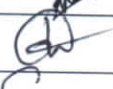
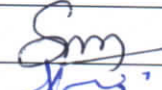
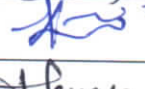
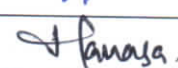
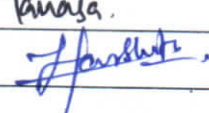
AGENDA

1. Review and confirmation of the minutes of the 10th ICC meeting held on 19th April, 2023.
2. Action taken report of ICC meeting held on 19th April, 2023, 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.Shanthi	
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Vignan's Institute of Management & Technology for Women

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MINUTES OF ICC MEETING

**11th Internal Complaints Committee Minutes of Meeting held on 6th Nov, 2023
At 2:30PM at Board room.**

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

Agenda 1: Review & Confirmation of the 10th ICC Meeting held on 19th April, 2023.

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 19th April, 2023, if any.

The Committee reviewed the action items from the 10th ICC meeting.

S.No	Item	Action Taken
1	The Committee noted the request received from students. The students are Requested for additional CCTV cameras and securities are required at different locations for security measures on the college campus.	Resolution: The committee discussed with principal and Resolved that the committee unanimously recommends the installation of additional CCTV cameras at strategic locations across the college campus to enhance safety, security, and effective surveillance.

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

No internal complaints were received during the reporting period of 11th Meeting.

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

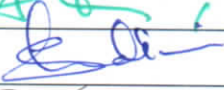
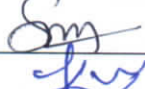
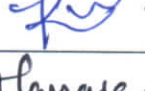
- The Committee discussed and agreed to conduct awareness program on “**Women Empowerment**” for students and employees in our campus.
- The program is proposed to be conducted in the November month itself, subject to management approval and Speaker availability.
- The ICC and IQAC department will coordinate the arrangements and participation.

- Schedule of the Awareness Program: A “**Women Empowerment**”, Awareness Program will be conducted on **18th Nov, 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	
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Convener


Principal

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AWARENESS EVENT REPORT

Topic Name: "Women Empowerment"

Date: 18th Nov, 2023

Speaker: Mrs. Archana Suresh

Objective of the Program:

Women empowerment session in a college should aim to build confidence, increase awareness of rights and opportunities, and provide practical skills that students can use in their academic, personal, and professional lives. The session around these objectives

- **Build self-confidence and self-esteem**
- **Increase awareness of rights:** Explain legal rights related to education, workplace, and personal safety. Discuss how to seek help and available support systems.
- **Develop leadership skills:** Encourage decision-making and problem-solving. Inspire students to take leadership roles in college and the community.
- **Promote career and financial independence:** Discuss career planning, entrepreneurship, and financial literacy. Highlight scholarship and professional development opportunities.
- **Promote health and well-being:** Cover physical, mental, and reproductive health awareness.

Discuss stress management and work-life balance.

During the Session:

- Begin with an icebreaker.
- Establish ground rules:
 - Respect everyone's opinions.
 - Maintain confidentiality.
 - Encourage voluntary participation.
- Share real-life examples and success stories.
- Include opportunities for questions and discussion.

Topics to Include

- Self-awareness and confidence
- Goal setting
- Leadership skills
- Communication and public speaking

- Digital safety and cyber awareness
- Personal safety and legal awareness
- Mental health and stress management
- Career planning
- Financial literacy
- Entrepreneurship
- Work-life balance
- Building healthy relationships
- Gender equality

Ethical Guidelines

- Respect privacy and confidentiality.
- Avoid making assumptions based on gender, culture, religion, or background.
- Use evidence-based information.
- Be sensitive when discussing topics such as harassment or discrimination.
- Provide information about counseling or support services if sensitive issues arise.
- The programme concluded with a Vote of Thanks.

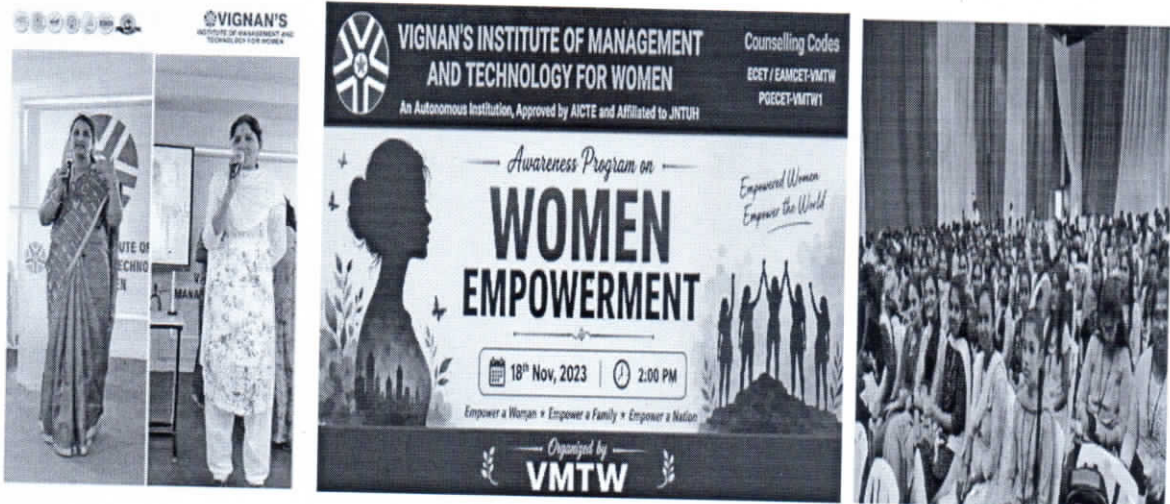


Fig: active participation of students and staff


Convener (ICC)