



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: 2024-2025



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(An Autonomous Institution)

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VMTW/EST/ICC/CIR/2024-25/03

Date: 05-03-2025

CIRCULAR

This is to inform all Internal Complaints Committee (ICC) members that an ICC meeting has been scheduled on 7th March, 2025 at 3:30PM in Conference hall 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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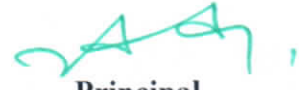
14th Internal complaints Committee Meeting on 7th March, 2025 at 3:30PM

At Conference hall.

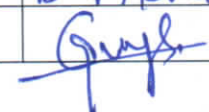
AGENDA

1. Review and confirmation of the minutes of the 13th ICC meeting held on 05th Nov, 2025.
2. Action taken report of the ICC meeting held on 05th Nov, 2025, 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	Dr. V. Suzan Shalini	
3	Dr. D.Shanthi	
5	Mrs. D. Kavitha	
6	Mrs. J. Bhanusri	
7	Mrs. Krishnaveni	
8	Ms.B.Akhila	B. Akhila
9	Ms.G.Vyshnavi	

Vignan's Institute of Management & Technology for Women
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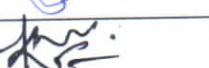
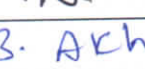
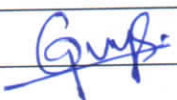
MINUTES OF ICC MEETING

14th Internal complaints Committee Minutes of Meeting held on 7th March, 2025

At 3:30 PM At Conference halls.

The Quorum (Minimum 40%) was satisfied.

The following members were present for ICC Meeting

S. No	Name of the Committee Member	Signature
1	Dr.G.Apparao Naidu	
2	Dr. V. Suzan Shalini	
3	Dr. D.Shanthi	
5	Mrs. D. Kavitha	
6	Mrs. J. Bhanusri	
7	Mrs. Krishnaveni	
8	Ms.B.Akhila	B. Akhila
9	Ms.G.Vyshnavi	

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 13th ICC Meeting held on 23rd Oct, 2024.

- 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 23rd Oct, 2024, if any

- The Committee reviewed the action items from the 13th ICC meeting.

S.No	Item	Action Taken
1	No internal complaints were received during the reporting period.	No inquiries or investigations were pending.
2	A POSH (Prevention of Sexual harassment) Act awareness program was planned on 26 th Oct, 2024.	Awareness session was conducted on 26 th Oct, 2024 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 14th Meeting.

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

- The Committee discussed and agreed to organize an awareness program on “**SHE TEAM GUIDELINES**” for students and employees in our campus.
- The program is proposed to be conducted in this month, subject to management approval and trainer availability.
- The ICC and IQAC department will coordinate the arrangements and employee participation.
- Schedule of the Awareness Program: A **SHE TEAM GUIDELINES** Awareness Program will be conducted on **22nd March, 2025** 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.



Convener



Principal

Vignan's Institute of Management & Technology for Women

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AWARENESS EVENT REPORT

Topic Name: "SHE TEAM GUIDELINES"

Date: 22nd March, 2025

Trainer: Ms. Supriya Yerlada

Objective of the Program:

- Create awareness among students and staff about women's safety, security, and legal rights.
- Promote gender equality, mutual respect, and responsible behavior on and off the campus.
- Strengthen confidence among women to seek timely help through legal and institutional support system such as empowerment cell, complaint committee etc.

Corrective measures:

- Conduct regular awareness programmes on women safety, cyber safety, and legal right.
- Display emergency help line numbers, SHE team contact details, and ICC information on campus.
- Encourage students and staff to report incidents confidentially to the ICC cell or SHE team.
- Install and maintain CCTV cameras, improve campus lighting and strengthen security measures.
- Promote a zero tolerance policy towards sexual harassment, stalking, ragging and cyber abuse.
- SHE team operate by patrolling "hotspots" (e.g. Bus stops, colleges) in civilian clothes, capturing offenders on hidden cameras, and handling complaints received via direct walk ins or calls
- SHE team providing BHAROSA center for counseling and under women safety wing of the police dedicated to protecting children and women.
- **Helpline no:100, BHAROSA center:7382626437**
- The programme concluded with a Vote of Thanks.

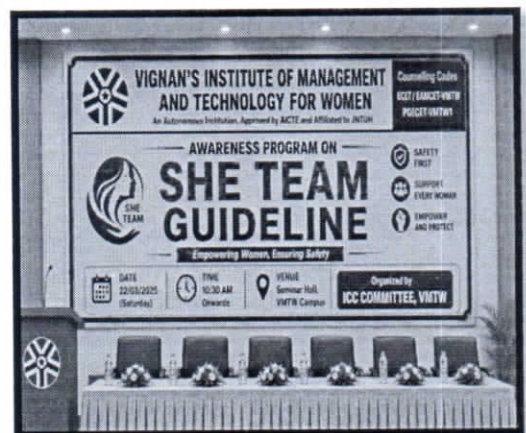




Fig: active participation in the awareness program


Convener (ICC)



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VMTW/EST/ICC/CIR/PO/2024-25/05

Date: 08-07-2024

PROCEEDINGS OF THE OFFICE ORDER

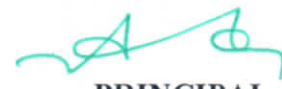
A committee consisting of the following members is hereby constituted as “**Internal Complaints Committee (ICC)**” for the A.Y. 2024-25.

ICC Members:

S. No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal, VMTW	Chairman
2	Dr. 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. J. Bhanusri	Lab programmer, CSE	Member
7	Mrs. Krishnaveni	NGO, External	Member
8	Ms.B.Akhila	Student Representator	Member
9	Ms.G.Vyshnavi	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/2024-25/13

Date: 21-10-2024

CIRCULAR

This is to inform all Internal Complaints Committee (ICC) members that an ICC meeting has been scheduled on 23rd Oct, 2024 at 2:30PM in Conference hall 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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13th Internal Complaints Committee Meeting on 23rd Oct, 2024 at 2:30PM

At Conference hall.

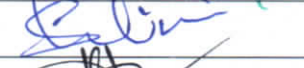
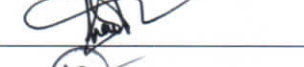
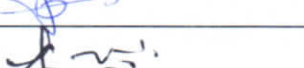
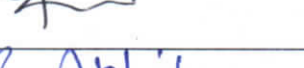
AGENDA

1. Review and confirmation of the minutes of the 12th ICC meeting held on 26th April, 2024.
2. Action taken report of the ICC meeting held on 26th April, 2024, 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	Dr. V. Suzan Shalini	
3	Dr. D.Shanthi	
5	Mrs. D. Kavitha	
6	Mrs. J. Bhanusri	
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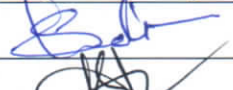
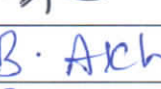
MINUTES OF ICC MEETING

13th Internal Complaints Committee Minutes of Meeting held on 23rd Oct, 2024

At 2:30PM at Conference hall.

The Quorum (Minimum 40%) was satisfied

The following members were present for ICC Meeting

S. No	Name of the Committee Member	Signature
1	Dr.G.Apparao Naidu	
2	Dr. V. Suzan Shalini	
3	Dr. D. Shanthi	
5	Mrs. D. Kavitha	
6	Mrs. J. Bhanusri	
7	Mrs. Krishnaveni	
8	Ms. B. Akhila	B. Akhila.
9	Ms. G. Vyshnavi	Gyuf

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

Agenda 1: Review & Confirmation of the 12th ICC Meeting held on 29th April, 2024.

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 29th April, 2024, (if any).

- The Committee reviewed the action items from the 12th ICC meeting.

S.No	Item	Action Taken
1	The Committee noted the request received from students. Seeking accommodate the bus route such addition of destination and brief morning wait time at pickup point.	Resolution: The Principal approved as per students request destination extension and allowance of wait time in the morning was permitted.

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

No internal complaints were received during the reporting period of 13th Meeting.

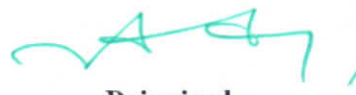
Agenda 4: Planning and discussion about awareness program for next six months.

- The Committee discussed and agreed to conduct awareness program on **POSH Act** (Prevention of Sexual harassment) for students and employees in our campus.
- The program is proposed to be conducted in the October month itself, subject to management approval and Speaker availability.
- The ICC and IQAC department will coordinate the arrangements and employee participation.
- Schedule of the Awareness Program: A **POSH** (Prevention of Sexual harassment) **Act**, Awareness Program will be conducted on **26th Oct, 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.


Convener


Principal

09/09/2024

To

The Principal

VMTW

through proper channel

V. Shalini

Asst. Prof, BSEH Dept

Subject : Request for New Bus stop and Additional waiting time.

Respected Sir,

We respectfully request you to introduce a new bus stop at Zudio Showroom, Rampally for the convenience of students residing in that area. We also request that college bus be instructed to wait for an additional 5 minutes at the stops, as many students are unable to board the bus due to unavoidable delays.

I kindly request you to consider our request and take necessary action.

Thanking You.

Yours faithfully,

K. Pravallika - Prav

B. Sai Vanshika - Gpr

Dept : I T

Forwarded to
9/9/24

Approved
AA

Vignan's Institute of Management & Technology for Women

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AWARENESS EVENT REPORT

Topic Name: **"POSH Act"** (Prevention of Sexual harassment)

Date: **26th Oct, 2024**

Speaker: **Mr. M. Mahender Reddy**

Objective of the Program:

"POSH Act" (Prevention of Sexual harassment) 2013 was enacted by Govt. of India to ensure safe, secure, and dignified working environment for women.

- The chief guest of the program is Mr. M. Mahender Reddy, Circle Inspector explains objectives of POSH Act. Overview of Prevention of Sexual harassment.
- Participants active interaction during the session and clarified their doubts.
- The committee appreciated the awareness creating through the program and recommended conducting similar sessions periodically.
- The role and responsibilities of the Internal Complaints Committee (ICC), the complaint filing process, confidentiality, and grievance redressal mechanism were also discussed in detail. Educated students about Women's rights, basic self-defense techniques, safe use of social media, etc.
- The programme concluded with a Vote of Thanks, expressing gratitude to the Management, Principal, resource person, faculty members, organizing committee, and all the participants for their active involvement and support in making the programme a success.

Emergency Contacts

Women Helpline: **1098**

Police: **100**

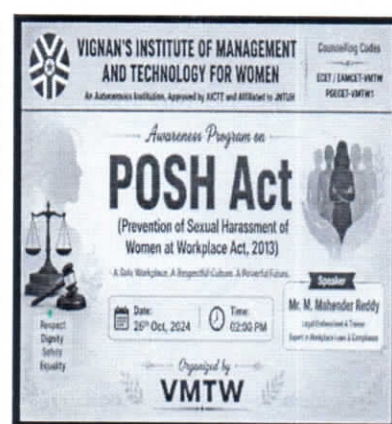
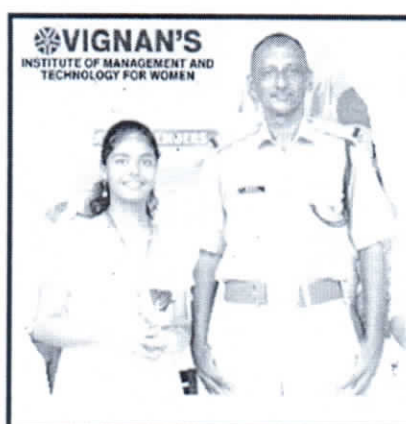


Fig: active participation of students and staff