



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: 2025-2026



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(An Autonomous Institution)

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VMTW/EST/ICC/CIR/2025-26/09

Date: 15-04-2026

CIRCULAR

This is to inform all Internal Complaints Committee (ICC) members that an ICC meeting has been scheduled on 16th April, 2026 at 3:00PM in Conference hall at Block -A, VMTW. All ICC members are requested to attend the meeting without fail.


PRINCIPAL

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



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16th Internal Complaints Committee Meeting on 16th April, 2026 at 3:00PM

At Conference hall in Block -A.

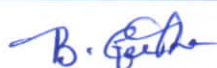
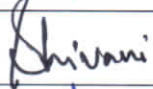
AGENDA

1. Review and confirmation of the minutes of the 15th 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	Mrs. B. Geetha	
5	Mrs. D. Kavitha	
6	Mrs. J. Bhanusri	
7	Mrs. Krishnaveni	
8	Ms.J.Shivani	
9	Ms.B.Archana	

Vignan's Institute of Management & Technology for Women

(An Autonomous Institution & Accredited NAAC)

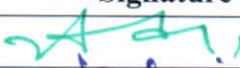
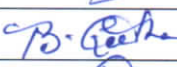
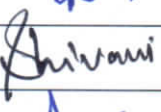
MINUTES OF ICC MEETING

16th Internal Complaints Committee Minutes of Meeting held on 16th April, 2026

At 3:00PM 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	Mrs. B. Geetha	
5	Mrs. D. Kavitha	
6	Mrs. J. Bhanusri	
7	Mrs. Krishnaveni	
8	Ms.J.Shivani	
9	Ms.B.Archana	

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 15th ICC Meeting held on 05th Nov, 2025.

- 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 05th Nov, 2025, if any.

- The Committee reviewed the action items from the 15th ICC meeting.

S.No	Item	Action Taken
1	The Committee noted the request received from Students. Students seeking permission to wear civil dress during the summer season due to prevailing weather conditions.	Resolution: The Principal approved the request to permit students to wear civil dress from April 01 st to May 31 st 2026.
2	A Women's Safety and Self-Defense awareness program was planned on 05 th Nov, 2025.	Awareness session was conducted on 12th Nov 2025 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 16th Meeting.

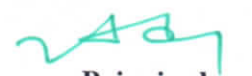
Agenda 4: Planning and discussion about awareness program for next six months.

- The Committee discussed and agreed to organize an awareness program of “**Mental Health and Emotional Well-being**” 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 **Mental Health and Emotional Well-being** Awareness Program will be conducted on **25th April, 2026** 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

10-3-26,
Tuesday.

From:

IIIrd yr - IInd Sem Students
CSE (DS) department

To:

Srija Mam,
The Student Affairs Dean,
VMTW.

SUB: Request for Permission to wear Civil Dress During Summer.

Respected Mam,

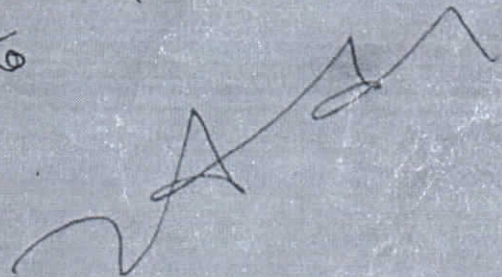
I respectfully request your permission to allow us to wear Civil dress instead of regular College Uniform for the time being, as the Summer season has arrived earlier this year and the weather has become extremely hot. We kindly request you to consider this matter and grant permission for wearing Civil dress during the Summer season.

Thank you for your Understanding and Support

Yours Sincerely

IIIrd year - IInd Sem Students.
CSE (DS) department

From April 1st
to May 31st



Vignan's Institute of Management & Technology for Women

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AWARENESS EVENT REPORT

Topic Name: **“MENTAL HEALTH AND EMOTIONAL WELL-BEING”**

Date: **25th April, 2026.**

Trainer: **Mrs. Priyanka Dutta**

Objective of the Program:

- To identify the factors that influence mental and emotional health.
- Recognize the signs of stress, anxiety, and other mental health challenges.
- To explore healthy ways to manage emotions and cope with stress.
- To develop resilience, self-awareness, and healthy interpersonal relationships , encourage seeking help and supporting

Importance:

maintaining good mental health improves overall quality of life. It helps people stay productive, confident, and resilient during difficult situations. Emotional well-being also strengthens relationships and supports physical health by reducing stress and anxiety.

Ways to Improve Mental Health:

- Get enough sleep every night.
- Eat a balanced and nutritious diet.
- Exercise regularly.
- Practice relaxation techniques such as meditation or deep breathing.
- Spend time with family and friends.
- Talk to someone you trust when feeling stressed or overwhelmed.
- Seek professional help if emotional difficulties continue.

Conclusion:

- A mental health awareness seminar with a speaker addressing in college an auditorium.
- Students actively participating in a group discussion on emotional well-being.
- A mindfulness or meditation session led by a counselor.
- An interactive workshop where students write positive affirmations or coping strategies.
- A question-and-answer session between students and a mental health professional.
- The programme concluded with a Vote of Thanks.

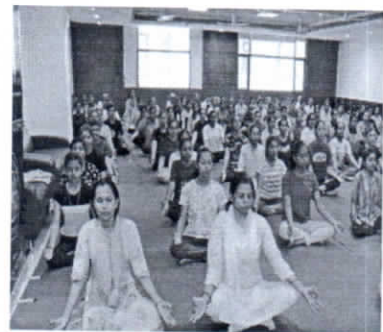
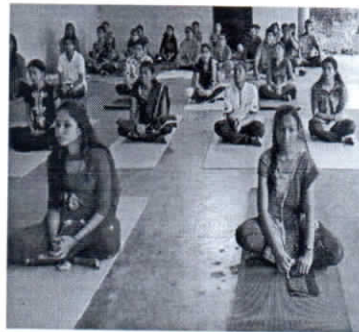
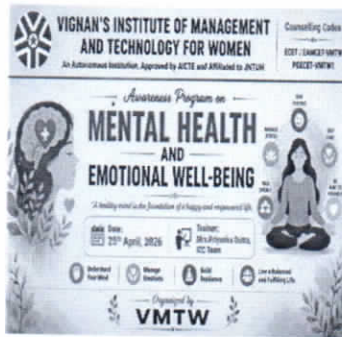


Fig: active participation in awareness program

[Handwritten signature]

Convener (ICC)



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VMTW/EST/ICC/CIR/PO/2025-26/01

Date: 03-07-2025

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as “**Internal Complaints Committee (ICC)**” for the A.Y 2025-26.

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	Mrs. B. Geetha	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.J.Shivani	Student Representator	Member
9	Ms.B.Archana	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.

Copy to:

All members of ICC,
Principal Office file.


PRINCIPAL



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VMTW/EST/ICC/CIR/2025-26/02

Date: 03-11-2025

CIRCULAR

This is to inform all Internal Complaints Committee (ICC) members that an ICC meeting has been scheduled on 05th Nov, 2025 at 2:00PM in Conference hall at Block -A, VMTW. All ICC members are requested to attend the meeting without fail.


PRINCIPAL

Copy to:

Principal Office file,
All members of ICC.



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15th Internal Complaints Committee Meeting on 05th Nov, 2025 at 2:00PM at Conference hall in Block -A

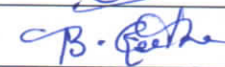
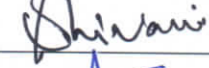
AGENDA

1. Review and confirmation of the minutes of the 14th ICC meeting held on 7th March, 2025.
2. Action taken report of the ICC meeting held on 7th March, 2025.
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	Mrs. B. Geetha	
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Vignan's Institute of Management & Technology for Women

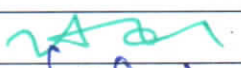
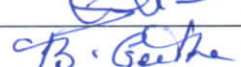
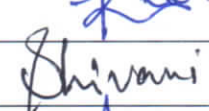
(An Autonomous Institution & Accredited NAAC)

MINUTES OF ICC MEETING

**15th Internal complaints Committee minutes of Meeting held on 05th Nov, 2025
At 2:00PM 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	Mrs. B. Geetha	
5	Mrs. D. Kavitha	
6	Mrs. J. Bhanusri	
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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 14th ICC Meeting held on 16th April, 2026.

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 without any complaints.

Agenda 2: Action taken report of the ICC meeting held on 7th March, 2025, if any

- The Committee reviewed the action items from the 14th ICC meeting.

S.No	Item	Action Taken
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 15th Meeting.

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

- The Committee discussed and agreed to organize a **Women's Safety and Self-Defense Awareness Program** for students and employees in our campus.
- The program is proposed to be conducted in the upcoming month, subject to management approval and trainer availability.
- The ICC and HR department will coordinate the arrangements and employee participation.
- Schedule of the Awareness Program: A **Women's Safety and Self-Defense Awareness Program** will be conducted on **12th Nov 2025** at **VMTW campus**.

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

- The College has established a **24×7** women's helpline number and strengthen the security system to safety and well-being of the women.
- **24×7 Women's Helpline Number: +91- 8019156161**

Enclosure:

24×7 Women Protection and Helpline Committee.



Convener



Principal



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VMTW/EST/CIR/1/2025-26/25

21-07-2025

CIRCULAR

This is to inform all the staff and students that the college has established a 24×7 Women's Helpline Number and strengthened the Security System on the campus to ensure the safety and well-being of students, female faculty and non-teaching faculty by constituting Women Protection and Helpline Committee.

The helpline will function round-the-clock and may be used for any safety, emergency, or grievance-related support.

24×7 Women's Helpline Number: +91-8019156161

Women Protection and Helpline Committee

S. No.	Name	Designation	Position	Mobile No.
1	Dr. G. Jhansi	Assistant Professor	Chairman	8179371102
2	Mrs. A. Srilatha	Assistant Professor	Convenor	9492984836
3	Mrs. B. Geetha	Assistant Professor	Member	9703598700
4	Dr. V. Srija	Dean Student Affairs	Member	8978384443
5	Mrs. K. Helini	Assistant Professor	Member	9908985556
6	Mrs. R. Manjula	Assistant Professor	Member	8019456993

Security measures including CCTV surveillance, female security guards, night patrolling, and restricted access to girls' hostels have been enhanced and will remain operational at all times. All students and staff are instructed to make note of this and contact the helpline/security office whenever required.


PRINCIPAL

Copy to: CEO for information

All Deans, All HoD's, TPO, Admin, Library, Exam Branch, IQAC,
& Transport, Hostel: Hostel In-Charges, Supervisors and Wardens

Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt)-501301
Telangana State

Circulated to: All Staff Members, All Classrooms, Notice Boards.

Vignan's Institute of Management & Technology for Women

(An Autonomous Institution & Accredited NAAC)

AWARENESS EVENT REPORT

Topic Name: **"WOMEN'S SAFETY AND SELF-DEFENSE"**

Date: 12th Nov 2025

Trainer: **Mr. Kanaka Raju**

Objective of the Program:

Women's safety involves creating a secure environment and developing awareness about personal protection. It includes:

- **Safety awareness:** Understanding potential risks and identifying unsafe situations.
- **Emergency preparedness:** Knowing emergency contact numbers and seeking help when required.
- **Safe travel practices:** Being alert while using public transport or travelling alone.
- **Digital safety:** Protecting personal information, avoiding online harassment, and using social media responsibly.
- **Workplace and educational safety:** Awareness of rights, reporting mechanisms, and support systems.
- **Confidence and communication skills:** Learning to set boundaries and respond assertively.

Self-Defense: Self-defense means using techniques and strategies to protect oneself from physical harm. It includes:

- **Basic physical defense techniques:** Simple methods to escape or resist an attacker.
- **Situational awareness:** Staying alert to surroundings and avoiding dangerous situations.
- **Verbal defense:** Using a strong voice and clear communication to discourage threats.

Women safety:

- **Stay Aware:** Pay attention to your surroundings.
- **Walk Confidently:** Avoid appearing distracted or uncertain.
- **Keep a Safe Distance:** If someone approaches aggressively, move away while staying alert.
- **Share Your Location:** Inform a trusted person about your travel plans.
- The programme concluded with a Vote of Thanks.

Emergency Contacts

National Emergency: 112

Women Helpline: 181

Police: 100

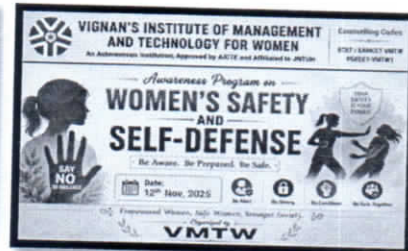


Fig: active participation in self-defense techniques