



VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE-New Delhi, Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref: No. VIIT/ICC/2021/01

Date: 25-1-2021

CIRCULAR

The following Internal Complaint Committee members are informed to assemble in Board Room-AKCNB HALL at 11.00 AM on 28-1-2021.

Agenda:

1. To conduct special camps on gender sensitization in near and around villages of VIIT (A).
2. Events conducted and problems faced.

Copy To:



Principal

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duwada, Visakhapatnam-49

S.No	Name of the Person	Designation	Role
1.	Dr. B.Arundhati	Principal	Chairperson
2.	Mrs. K.Sravanthi	Assistant Professor	Member
3.	Mrs. G.Indira	Assistant Professor	Member
4.	Mrs. G.Mani	Assistant Professor	Member
5.	Mrs.V.N.K.Mahalakshmi	Assistant Professor	Member
6.	Dr.K.V.Prasamsa	Associate Professor	Member
7	Mrs Ch.Swapna priya	Assistant Professor	Member
7.	Mrs K.Mrudula devi	Associate Professor	Member Secretary

3202
PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duwada, Visakhapatnam-49

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)**

(Approved by AICTE & Affiliated to JNTUK, Kakinada)

DUVVADA, VISAKHAPATNAM

No.VIIT/ICC/2021/28/01

28-01-2021

Minutes of the Internal Complaints Committee Meeting

Venue : Board Room – AKCNB Hall

Chaired by: Dr. B. Arundhati, Principal & Chairperson-ICC, VIIT

A record note of discussion in the ICC Meeting was held on 28 January 2021 under the guidance of Dr.B.Arundhati, Principal & Chairperson-ICC, VIIT.

Points Discussed:

Chairperson- ICC invited all the participants & Institute level co-ordinators of ICC and conveyed her opening remarks on the agenda of the meeting.

1. Chairperson has expressed that all the newly admitted students should be given awareness on the objectives and roles of ICC by conducting an orientation program. It was also stressed that the other students and staff should be sensitized again.
2. It is decided that all the members of ICC should participate in Workshops and Short Term Trainings on various women issues conducted by various Government Agencies and other institutions
3. It is decided to conduct a three day workshop on the issues such as gender based violence, sexual harassment and safety measures for all the ICC members. Mrs.Prabhavathi, Advocate may be invited as Resource Person.
4. Special camps on gender sensitization and Sexual Harassment to be planned by the latest (end of Feb 2021) to the students of Arts and Science College.
5. The chairperson thanked all the members for their active participation & suggestions.

Members Present:

S.No.	Name of the Person	Designation	Role	Signature
1.	Dr. B. Arundhati	Professor	Chairperson	
2.	Mrs. K. Prabhavathi	Advocate	External Member	
3.	Dr. E. Laxmi Lydia	Associate Professor	Member	
4.	Dr. A. Naga jyothe	Assistant Professor	Member	
5.	Mrs. S. Adilakshmi	Assistant Professor	Member	
6.	Mrs.R.Uma Maheswari	Assistant Professor	Member	
7.	Mrs. K. Sravanthi	Assistant Professor	Member	
8.	Dr. Rojeena Mathew	Associate Professor	Member Secretary	

Member Secretary

Copy to

- All Deans & HoDs for Circulation and Communication
- Principal office
- Rector office
- All members of the committee

Principal

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VEEZ, Duvvada, Visakhapatnam-531142





VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE-New Delhi, Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref: No. VIIT/ICC/2020/02

Date: 3-11-2020

CIRCULAR

The following Internal Complaint Committee members are informed to assemble in Board Room-AKCNB HALL at 3.00 PM on 6-11-2020

Agenda:

1. To discuss the conduction of Awareness program about the roles and responsibilities of newly admitted students.
2. To conduct Special camps on gender sensitization.
3. To discuss conduction of three day workshop regarding gender based violence, sexual harassment and safety measures.

Copy To:



Principal

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

S.No	Name of the Person	Designation	Role
1.	Dr. B.Arundhati	Principal	Chairperson
2.	Mrs. K.Sravanthi	Assistant Professor	Member
3.	Mrs. G.Hima Bindu	Assistant Professor	Member
4.	Mrs. Ch .Swapna priya	Assistant Professor	Member
5.	Mrs. K.Chandana	Assistant Professor	Member
6.	Dr. Padmaja Behara	Associate Professor	Member
7.	Mrs K.Stayta veni	Assistant Professor	Member
8.	Dr. Rojena Mathew	Associate Professor	Member Secretary

Principal
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)**(Approved by AICTE & Affiliated to JNTUK, Kakinada)
DUVVADA, VISAKHAPATNAM

No.VIIT/ICC /2020/11 /03

06-11-2020

Minutes of the Internal Complaints Committee Meeting

Platform : Zoom

Chaired by : Dr. B. Arundhati, Principal & Chairperson -ICC, VIIT

Notes of discussion in the ICC Meeting held on 6th November 2020 under the chairmanship of Dr.B.Arundhati, Principal and Chairperson-ICC, VIIT:**Points Discussed**

1. Chairperson- ICC invited all the participants & Institute level coordinators of ICC and conveyed her opening remarks on the agenda of the meeting.
2. Chairperson has enquired if there is any complaint regarding sexual harassment, one of the Co-ordinator has put forward an issue (a student used vulgar language during the class) that arose during the online classes.
3. After identifying the student, the issue was informed to his parents and then he was given counseling. The student repented for these deeds and promised that he would not repeat this in future.
4. The Chairperson and coordinators discussed at length with regard to the internal complaint committee and its efficacy.
5. Chairperson has suggested an annual plan of events and programs to promote gender equality for the up coming annual year 2021-22
6. It is proposed to schedule the next review meeting on 01-2-2021

Members Present:

S.No.	Name of the Person	Designation	Role
1.	Dr. B. Arundhati	Professor	Chairperson
2.	Mrs. K. Prabhavathi	Advocate	External Member
3.	Dr. E. Laxmi Lydia	Associate Professor	Member
4.	Dr. A. Naga jyothi	Assistant Professor	Member
5.	Mrs. S. Adilakshmi	Assistant Professor	Member
6.	Mrs. R. Uma Maheswari	Assistant Professor	Member
7.	Mrs. K. Sravanthi	Assistant Professor	Member
8.	Dr. Rojeena Mathew	Associate Professor	Member Secretary


 Member Secretary

Copy to

- All Deans & HoDs for Circulation and Communication
- Principal office
- Rector office
- All members of the committee


 310
 PRINCIPAL
 VIGNAN'S INSTITUTE OF
 Information Technology (A)
 Duvvada, Visakhapatnam-49

 Principal
 PRINCIPAL
 VIGNAN'S INSTITUTE OF
 Information Technology (A)
 Beside: VCEZ, Duvvada, Visakhapatnam-4