

**Bapatla Engineering College::Bapatla
(Autonomous)**

Internal complaints committee

20.07.2020

Internal Complaints Committee is formed with the following members for the academic year 2020 – 2021. The duties of the committee are mentioned below. The committee has to convene meeting at least once in a semester / when problem arises.

1. Internal Complaints Committee will examine all matters relating to women in the workplace and will make suggestions and proposals to the institute administration regarding such matters.
2. The committee will admit complaints from
 - a. Female employees on harassment and discrimination in the workplace by other employees.
 - b. Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff (Student to student cases will not be handled and will be referred to the Discipline Committee).
 - c. Female residents on harassment, assault and other forms of misbehavior by employees.
3. The Committee will institute Enquiry Committee as it deems fit to examine particular complaints.
4. The Committee will make recommendations on actions to be taken on specific complaints.

Chairman: Dr. V. Damodara Naidu

Convener: Dr.V.Aruna

Members:

Name of the Staff	Department	Designation
Prof.T.Chandrasekhar	Civil	Professor
S.N.Chandrasekhar	CSE	Asst.Professor
D.Swetha	ECE	Asst.Professor
Mrs. K.Kamala Devi	EEE	Asst.Professor
J.Venkatalakshmi	EI	Assoc.Professor
M.Praveen kumar	IT	Asst.Professor
Dr. J Laxmi Lalitha	Mechanical	Assoc.Professor
S.Venkata Vasavi	Maths	Asst.Professor
Dr.V.Syamala	chemistry	Asst.Professor
K.Bharathi	MCA	Asst.Professor
M.Veeraiah	Physics	Asst.Professor
D.Gopala krishna	Office	Superintendent



PRINCIPAL

**BAPATLA ENGINEERING COLLEGE :: BAPATLA
(AUTONOMOUS)**

INTERNAL COMPLAINTS COMMITTEE (ICC)

All the members of Internal Complaints Committee are requested to attend the meeting in GEB 12 on 25/11/2020, at 3.00 PM, to discuss the following agenda.

Agenda:

1. Framing the working rules of the committee.
2. Frequency of Meeting.



Convenor,
Internal Complaints Committee

To: All members of ICC

BAPATLA ENGINEERING COLLEGE (AUTONOMOUS)

BAPATLA

The meeting of Internal Complaints Committee was held on 25.11.2020 in Room no:12 of GEB at 3.00 pm

AGENDA:

1. Framing the working rules of the committee.
2. Frequency of Meeting.

Resolutions

1. Working rules of the committee were framed as per the UGC & AICTE guidelines.
2. A complaint Drop box must be placed in all departments and office premises.

Chairman: Dr. V. Damodara Naidu, Principal

S.No	Name of the Staff	Department	Designation	Signature
1	Dr.V.Damodara Naidu	Mechanical	Principal	
2	Dr.V.Aruna	Physics	Associate Professor	V. Aruna
3	Prof.T.Chandrasekhar	Civil	Professor	T. Chandrasekhar
4	S.N.Chandrasekhar	CSE	Asst.Professor	
5	D.Swetha	ECE	Asst.Professor	
6	K.Kamala Devi	EEE	Asst.Professor	K. Kamala Devi 25/11/20
7	J.Venkatalakshmi	EI	Associate Professor	J. Venkata Lakshmi
8	Dr.J.LakshmiLalitha	Mechanical	Associate Professor	J. Lakshmi Lalitha 25/11/2020
9	M.Praveen Kumar	IT	Asst.Professor	
10	S.Venkatavasavi	Maths	Asst.Professor	S. V. Vasavi
11	Dr.V.Shymala	Chemistry	Asst.Professor	V. Shymala 25/11/2020
12	K.Bharathi	MCA	Asst.Professor	
13	M.Veeraiah	Physics	Asst.Professor	M. Veeraiah 25/11/20
14	D.Gopalakrishna	Office	Superintendent	

BAPATLA ENGINEERING COLLEGE(AUTONOMOUS): BAPATLA INTERNAL COMPLAINTS COMMITTEE

Internal Complaints Committee was formed for the academic year 2020-21. The duties of the committee are mentioned below.

1. Internal Complaints Committee will examine all matters to women in the workplace and will make suggestions and proposals to the institute administration regarding such matters.

2. The Committee will admit complaints from following cases,

a. Female employees on harassment and discrimination in the workplace by other employees.

b. Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff (student to student cases will not be handled and will be referred to the Discipline Committee).

c. Female residents on harassment, assault and other forms of misbehaviour by employees.

3. The Committee will institute Enquiry Committee as it deems fit to examine particular complaints.

4. The Committee will make recommendations on actions to be taken on specific complaints.

5. Bring about awareness about what comprises as sexual harassment at the workplace (posters and notices).

Frequency of meeting: Once in at the beginning of every semester of academic year and as and when necessary.