



GOUTHAMI

INSTITUTE OF TECHNOLOGY AND MANAGEMENT FOR WOMEN

Approved by AICTE New Delhi,
Affiliated to JNTU Anantapur & SBTET, Vijayawada

Sai Nagar, Peddasetty Palli (V), Proddatur, Y.S.R Kodapa(Dist), A.P-516360 Cell :9491431101
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Ref.: GITAMW/OR/ICC/AY 2024-25

Date: 24.07.2024

OFFICE ORDER

- Sub:** Reconstitution of Internal Complaints Committee (ICC) for the Academic Year 2024-2025.
Ref: 1.All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations 2016, vide /no. F.AICTE/WH/2016 dated 10th June, 2016.
2. UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015 vide No. F. 91-1/2013(TFGS) 2nd May 2016,

As per the ref. cited above, the existing Sexual Harassment Redressal Committee (SHRC) is re-named as Internal Complaints Committee (ICC) as under to deal with the complaints relating to sexual harassment at workplace. The Internal Complaints Committee (ICC) for the Academic Year 2024-2025 is reconstituted with the following members and approved by the Governing Body.

Sl No.	Name of the Faulty	Designation	Position
1	Mrs. C. Sailusha	CO-Director	CHAIRMAN
2	Dr. Manne Rama Subbamma	Principal	PRESIDENT
3	Y. Prakash Rao	Asst. Prof. & Vice-Principal	CONVENER
4	Dr. S. Koteswara Rao	Asst. Prof. & HOD ECE Dept.	MEMBER
5	D Vijayamma	Asst. Prof. & HOD H&S Dept.	MEMBER
6	S. Yakhoob Ali	Asst. Prof. & HOD CSE Dept.	MEMBER
7	S. M.D Jabeer	Asst. Prof. & HOD EEE Dept	MEMBER
8	B Nagamani Devi	Asst. Prof in the Dept. of H&S	MEMBER
9	B Venkateswaramma	Asst. Prof in the Dept. of ECE	MEMBER
10	B Sindhuja	Asst. Prof in the Dept. of EEE	MEMBER
11	G.Prasanna	Asst. Prof in the Dept. of CSE	MEMBER
11	Mrs. M. Lakshmi Prasanna	Sr. Advocate	MEMBER
12	Y. Neelaveni	Student /ECE	MEMBER
13	Ambati Lakshmi Sravanthi	Student/CSE	MEMBER
14	K. Harini	Student/EEE	MEMBER
15	K. Venkata Padma Latha	Student/AI&ML	MEMBER



M. Lakshmi
PRINCIPAL
Gouthami Institute of Technology and
Management for Women,
Peddasetty Palli (V),
Proddatur-516360, Kadapa (Dt)

Sponsored by : MOTHER TERESA MEMORIAL CHRISTIAN MINORITY EDUCATION SOCIETY, JAMMALAMADUGU



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By A.I.C.T.E New Delhi.

Internal Complaints Committee **(Anti-Sexual Harassment Committee)**

II-Sem. of Academic Year 2024-25

Date: 03.01.2025

CIRCULAR

The members of the Internal Complaint Committee (ICC) are hereby informed that a meeting is scheduled as per the details below:

- **Date:** 04.01.2025
- **Time:** 11.00 a.m
- **Venue:** Board Room

Agenda:

1. Introduction and welcome address.
2. Review of previous meeting minutes (if applicable).
3. Discussion on complaints received (if any).
4. Planning of preventive measures and awareness programs.
5. Suggestions for improvement of grievance redressal mechanisms.
6. Any other matter with the permission of the chair.
7. Conclusion and next meeting schedule.

All members are requested to kindly attend the meeting without fail.

Copy to: ICC Committee Members

M. Suresh
PRINCIPAL

PRINCIPAL

**GOUTHAMI INSTITUTE OF TECHNOLOGY
AND MANAGEMENT FOR WOMEN
PEDDASETTYPALLI (V),
PRODDATUR-516360, Kadapa (Dt)**



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INTERNAL COMPLAINTS COMMITTEE (ICC) II-Sem. of Academic Year 2024-25

Minutes of Meeting

- **Date:** 04.01.2025
- **Time:** 11.00 a.m
- **Venue:** Board Room

The following members were present

Sl No.	Name of the Faculty	Designation	Position	Sign
1	Mrs. C. Sailusha	CO-Director	CHAIRMAN	
2	Dr. Manne Rama Subbamma	Principal	PRESIDENT	M. Manne
3	Y.Prakash Rao	Asst. Prof. & Vice-Principal	CONVENER	Y. Prakash Rao
4	Dr. S. Koteswara Rao	Asst. Prof. & HOD ECE Dept.	MEMBER	S. Koteswara Rao
5	D Vijayamma	Asst. Prof. & HOD H&S Dept.	MEMBER	D. Vijayamma
6	S. Yakhōob Ali	Asst. Prof. & HOD CSE Dept.	MEMBER	S. Yakhōob Ali
7	S. M.D Jabeer	Asst. Prof. & HOD EEE Dept	MEMBER	S. M.D Jabeer
8	B Nagamani Devi	Asst. Prof in the Dept. of H&S	MEMBER	B. Nagamani Devi
9	B Venkateswaramma	Asst. Prof in the Dept. of ECE	MEMBER	B. Venkateswaramma
10	B Sindhuja	Asst. Prof in the Dept. of EEE	MEMBER	B. Sindhuja
11	G.Prasanna	Asst. Prof in the Dept. of CSE	MEMBER	G. Prasanna
11	Mrs. M. Lakshmi Prasanna	Sr. Advocate	MEMBER	
12	Y. Neelaveni	Student /ECE	MEMBER	Y. Neelaveni
13	Ambati Lakshmi Sravanthi	Student/CSE	MEMBER	Ambati Lakshmi Sravanthi
14	K. Harini	Student/EEE	MEMBER	K. Harini
15	K. Venkata Padma Latha	Student/AI&ML	MEMBER	K. Venkata Padma Latha

Agenda Discussed:

1. Welcome and introduction.
2. Review of the previous meeting minutes.
3. Discussion on complaints received.
4. Planning awareness programs.
5. Action plan and suggestions.
6. Conclusion and next meeting schedule.

Detailed Minutes:

1. Welcome and Introduction:

The Presiding Officer welcomed all committee members and briefed them on the agenda of the meeting.

2. Review of Previous Meeting Minutes:

The minutes of the last meeting held on 24.07.2025 were reviewed and approved unanimously.

3. Discussion on Complaints (if any):

Resolution: Till date no incidents were reported, So Committee recommended to strengthen some more level, committee strongly recommended to give wide publicity on women security help-line numbers and mobile apps by Central and state Governments.

4. Preventive Measures and Awareness Programs:

- It was decided to organize a gender-sensitivity workshop in the month of Mar. 2025
- Posters and informational materials about the ICC will be placed at key locations on campus.

5. Suggestions and Action Plan:

- Strengthen the feedback mechanism for students.
- Regular interaction sessions with students to address their concerns.
- Ensure confidential handling of all complaints.

6. Conclusion and Next Meeting Schedule:

The meeting concluded with a vote of thanks by the Presiding Officer. It was agreed that the next meeting will be held in the month June 2025.

M. Gurusamy

PRINCIPAL

GOUTHAMI INSTITUTE OF TECHNOLOGY
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PEDDASETTYPALLI (V)
PRODDATUR-5116350, Kadapa (D.) A.P.



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu & SBTET, VJWD)
Peddasettyapalli, Proddatur, YSR Dist., A.P

Internal Complaint Committee

(Anti-Sexual Harassment Committee)

Academic Year 2024-25

Gouthami Institute of Technology and Management for Women is aware of the sexual harassment of women at workplace and in the college campus and as per section 4 and according to the sexual harassment prevention act, 2013 has found a committee with the following members by strictly enforcing the measures to prohibit, prevent and punishment for sexual harassment.

Members of the Committee:

Sl No.	Name of the Faulty	Designation	Position	Sign
1	Mrs. C. Sailusha	CO-Director	CHAIRMAN	
2	Dr. Manne Rama Subbamma	Principal	PRESIDENT	
3	Y.Prakash Rao	Asst. Prof. & HOD ECE Dept.	CONVENER	
4	D Vijayamma	Asst. Prof. & HOD H&S Dept.	MEMBER	
5	S. Yakhoob Ali	Asst. Prof. & HOD CSE Dept.	MEMBER	
6	S. M.D Jabeer	Asst. Prof. & HOD EEE Dept	MEMBER	
7	B Nagamani Devi	Asst. Prof in the Dept. of H&S	MEMBER	
8	B Venkateswaramma	Asst. Prof in the Dept. of ECE	MEMBER	
9	B Sindhuja	Asst. Prof in the Dept. of EEE	MEMBER	
10	G.Prasanna	Asst. Prof in the Dept. of CSE	MEMBER	
11	Y. Neelaveni	Student /ECE	MEMBER	
12	Ambati Lakshmi Sravanthi	Student/CSE	MEMBER	
13	K. Harini	Student/EEE	MEMBER	
14	K. Venkata Padma Latha	Student/AI&ML	MEMBER	

As per section 4, Act, 2013

Sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013 is a legislative act in India that seeks to protect women from sexual harassment at their place of work or education. It was passed by the Loksabha on 3rd September, 2012. It was passed by the Rajya Sabha on 26th February, 2013.

Objectives:

- To protect women from sexual harassment.
- To provide a peaceful atmosphere in the college.
- To increase the protection of women.
- To increase the number of women into both teaching and education

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Affiliated to J.N.T.U Anantapur & Approved
By A.I.C.T.E New Delhi.

Date:23-07-2024

Internal Complaint Committee
(Anti-Sexual Harassment Committee)

Academic Year 2024-25

Circular

The Anti-Sexual Harassment Committee meeting for the Academic Year 2024-25 is scheduled to be held on 24-07-2024 at 11.00 am. All the members of Anti-Sexual Harassment Committee are requested to attend the meeting.

Agenda of the Meeting

- To Discuss about grievance from students and faculty but not received any grievances.
- To Discuss and prepare a detailed plan of actions, both short and long term.

Copy to: Committee Members

M. Prudhvi
PRINCIPAL

PRINCIPAL 27/07/2024

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PRODDATUR-516360, Kadapa (Dt.) A.P



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(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu & SBTET,VJWD)
Peddasettyapalli, Proddatur, YSR Dist., A.P

Internal Complaint Committee – Minutes of Opening Meeting (Anti-Sexual Harassment Committee)

A meeting in connection with the Internal Complaint Committee held on 24/07/2024, in the Principal chamber.

The following members were present.

Sl No.	Name of the Faulty	Designation	Position	Sign
1	Mrs. C. Sailusha	CO-Director	CHAIRMAN	[Signature]
2	Dr. Manne Rama Subbamma	Principal	PRESIDENT	[Signature]
3	Y.Prakash Rao	Asst. Prof. & HOD ECE Dept.	CONVENER	[Signature]
4	D Vijayamma	Asst. Prof. & HOD H&S Dept.	MEMBER	[Signature]
5	S. Yakhoob Ali	Asst. Prof. & HOD CSE Dept.	MEMBER	[Signature]
6	S. M.D Jabeer	Asst. Prof. & HOD EEE Dept	MEMBER	[Signature]
7	B Nagamani Devi	Asst. Prof in the Dept. of H&S	MEMBER	[Signature]
8	B Venkateswaramma	Asst. Prof in the Dept. of ECE	MEMBER	[Signature]
9	B Sindhuja	Asst. Prof in the Dept. of EEE	MEMBER	[Signature]
10	G.Prasanna	Asst. Prof in the Dept. of CSE	MEMBER	[Signature]
11	Y. Neelaveni	Student /ECE	MEMBER	[Signature]
12	Ambati Lakshmi Sravanthi	Student/CSE	MEMBER	[Signature]
13	K. Harini	Student/EEE	MEMBER	[Signature]
14	K. Venkata Padma Latha	Student/AI&ML	MEMBER	[Signature]

- At the outset, the Presiding officer welcomed all the participants of the meeting.
- The Committee noted that no complaint of sexual harassment against anyone of the institution has been received.
- The Committee emphasized that in order to create awareness and continuous sensitization for the students, it is essential to communicate the information through the faculty.
- The committee also emphasized (i) " Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule 2013", (ii) Constitution of the Committee, and (iii) details of the Members of the Complaints Committee such as name, phone number, address etc., needs to be uploaded in the website.
- The Committee stressed the need to increase awareness amongst the students on how the rules have been amended to prevent instances of harassment of women.
- The Presiding officer expressed her thanks to all the members and the members agreed that the committee will meet (Closing Meeting) every year during the month of April/May on a regular basis or earlier, if need be in case of any complaints.
- **Resolution: Till now no incidents were reported, So Committee recommended to strengthen some more level, and observing that some incidents in the society especially on women, so committee strongly recommended to give wide publicity on women security help line numbers and mobile apps by Central and state Governments.**
- The meeting ended with vote of thanks.

OBJECTIVES, ROLES AND RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE

- Prevent discrimination and sexual harassment, by promoting gender amity among students and employees;
- Make recommendations to the management for changes/elaborations in the Rules for students in the Prospectus and the Bye-Laws,
- to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees;
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
- Recommend appropriate punitive action against the guilty party to the Management.

Here it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as:

1. Physical contact and advances;
2. Demand or request for sexual favors;
3. Sexually colored remarks;
4. Showing pornography; and
5. Other unwelcome physical, verbal or non-verbal conduct of a sexual nature. (Vishaka judgment by Supreme Court)

The following is also sexual harassment and is covered by the committee:

- Eve-teasing
- Unsavory remarks,
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts,
- Gender based insults or sexist remarks,
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like, Touching or brushing against any part of the body and the like, Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings, Forcible physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy.

The Committee shall meet as often as may be needed and appropriate.

Frequency of meeting: Once in a year (beginning of academic year) and as and when necessary

Responsibilities:

The Internal Complaints Committee (As per section 4 of Sexual Harassment of Women at workplace - Prevention, Prohibition and Redressal Act, 2013) for 2019-2020 is constituted. The duties and Responsibilities of the Internal Complaints Committee are as follows:

1. The Committee shall consider the Welfare of Women Teaching and Non-teaching Staff members of the college.
2. The Committee shall consider the recreational facilities to lady staff.
3. The Committee shall create the health care facilities to lady staff members and Girl students.
4. The Committee shall review the complaints if any received from lady staff members and girl students and take appropriate action.

The Committee shall meet as and when required and the minutes of the meetings may be recorded.



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E-mail : Principal.Bu@jntua.ac.in gtmw@gitamw.ac.in Website : gitamw.ac.in

Ref.: GITAMW/OR/ICC/AY 2023-24

Date: 14.12.2023

OFFICE ORDER

Sub: Reconstitution of Internal Complaints Committee (ICC) for the Academic Year 2023-2024.

Ref: 1. All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations 2016, vide /no. F.AICTE/WH/2016 dated 10th June, 2016.

2. UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015 vide No. F. 91-1/2013(TFGS) 2nd May 2016,

As per the ref. cited above, the existing Sexual Harassment Redressal Committee (SHRC) is re-named as Internal Complaints Committee (ICC) as under to deal with the complaints relating to sexual harassment at workplace.

The Internal Complaints Committee (ICC) for the Academic Year 2023-2024 is reconstituted with the following members and approved by the Governing Body.

Sl No.	Name of the Faulty	Designation	Position
1	Mrs. C.Sailusha	CO-Director	CHAIRMAN
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INTERNAL COMPLAINTS COMMITTEE (Anti-Sexual Harassment Committee) Academic Year 2023-24

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, the existing Sexual Harassment Redressal Committee (SHRC) is re-named as Internal Complaints Committee (ICC) as under to deal with the complaints relating to sexual harassment at workplace.

Responsibilities of Internal Complaints Committee

The Internal Complaints Committee (As per section 4 of Sexual Harassment of Women at workplace - Prevention, Prohibition and Redressal Act, 2013) for 2023-2024 is constituted. The duties and Responsibilities of the Internal Complaints Committee are as follows:

1. The Committee shall consider the Welfare of Women Teaching and Non-teaching Staff members of the college.
2. The Committee shall consider the recreational facilities to lady staff.
3. The Committee shall create the health care facilities to lady staff members and Girl students.
4. The Committee shall Receive complaints of sexual harassment if any from lady staff members and girl students Initiate and conduct an inquiry. Submit findings and recommendations of all such inquiries and take appropriate action.
5. Maintain strict confidentiality throughout the process as per established guidelines of the Internal Complaints Committee Policy. Submit annual reports in the prescribed format as prescribed.
6. The Internal Complaints Committee is required to be vigilant to redress the sexual harassment complaints and resolve the same ASAP.
7. In case of allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal Cell.
8. If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.
9. Submit annual reports in the prescribed format as prescribed

The Internal Complaints Committee is required to be vigilant to redress the sexual harassment complaints and resolve the same ASAP.



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Internal Complaint Committee

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Academic Year 2023-24

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As per section 4, Act, 2013

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Objectives:

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Peddasettyalli, Proddatur, YSR Dist., A.P

Date: 08.01.2024

INTERNAL COMPLAINTS COMMITTEE

(Anti-Sexual Harassment Committee)

Academic Year 2023-24

The Anti-Sexual Harassment Committee meeting for the Academic Year 2023-2024 is scheduled to be held on 10-01-2024 at 11.00 am. All the members of Anti- Sexual Harassment Committee are requested to attend the Meeting.

Agenda of the Meeting

- To Discuss about grievance from students and faculty but not received any grievances.
- To Discuss and prepare a detailed plan of actions, both short and long term.

H. Srinivas
PRINCIPAL
8/1/2024

PRINCIPAL
Gouthami Institute of Technology
and Management for Women
Peddasettyalli (V),
Proddatur-516360, Kadapa (Dt.)

Copy to: Committee Members



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

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Peddasettypalli, Proddatur, YSR Dist., A.P

Internal Complaint Committee – Minutes of Meeting (Anti-Sexual Harassment Committee)

A meeting in connection with the Internal Complaint Committee held on 10/01/2024, in the principal chamber.

The following members were present.

Sl No.	Name of the Faculty	Designation	Position	Sign
1	Mrs. C.Sailusha	CO-Director	CHAIRMAN	
2	Dr. Manne Rama Subbamma	Principal	PRESIDENT	
3	Y.Prakash Rao	Asst. Prof. & HOD ECE Dept.	CONVENER	
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13	B.Haseena Begum	Student/EEE	MEMBER	
14	K. Venkata Padma Latha	Student/AI&ML	MEMBER	

- At the outset, the Presiding officer welcomed all the participants of the meeting.
- The Committee noted that no complaint of sexual harassment against anyone of the institution has been received.
- The Committee emphasized that in order to create awareness and continuous sensitization for the students, it is essential to communicate the information through the faculty.
- The committee also emphasized (i) " Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule 2013", (ii) Constitution of the Committee, and (iii) details of the Members of the Complaints Committee such as name, phone number, address etc., needs to be uploaded in the website.
- The Committee stressed the need to increase awareness amongst the students on how the rules have been amended to prevent instances of harassment of women.
- The Presiding officer expressed his thanks to all the members and the members agreed that the committee will meet every year during the month of April on a regular basis or earlier, if need be in case of any complaints.
- **Resolution: Till now no incidents were reported**, So Committee recommended to strengthen some more level, and observing that some incidents in the society especially on women, so committee strongly recommended to give wide publicity on women security help-line numbers and mobile apps by Central and state Governments.
- The meeting ended with vote of thanks.

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