



**G. Narayanamma Institute of Technology and Science  
(for Women), (Autonomous)**

**Shaikpet, Hyderabad- 500 104**

**Internal Complaints Committee (ICC)**

## **Mechanism For Grievance Redressal**

The Internal Complaints Committee deals with sexual harassment and gender related issues, which are very sensitive and which need delicate handling. The aggrieved student / employee needs a secure environment where she can put forth her issue or complaint with courage. So it becomes the responsibility of the ICC to create an isolated environment where the complaint can freely express herself.

**The aggrieved can approach ICC in following ways :**

- Personally approach and give their grievances to the Coordinator or any member of the committee.
- Send a mail to [gnits.icc@gmail.com](mailto:gnits.icc@gmail.com) / [aparna.tanam@gnits.ac.in](mailto:aparna.tanam@gnits.ac.in)
- Approach Head of the Institution wherein they will be subsequently guided to the ICC committee
- Use Suggestion boxes installed in various places in the college.
- The details will be kept CONFIDENTIAL

**The following facilities are provided for ICC :**

- For this purpose, ICC is set up in a separate room, where confidentiality can be maintained fully.
- An ICC cell has been set up in 2nd Floor, F Block.
- A notice board where the information regarding activities of the ICC can be displayed.
- A page on GNITS website through which the ICC can be reached.

### **Redressal mechanism:**

On receipt of a complaint related to sexual harassment at work place, the following procedure will be followed:

- The committee members of ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting documentary evidence as well as recording statements of any witness/es including the complainant.

- The inquiry shall be completed within a period of Maximum 90 days from the date of the complaint.
- On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of maximum 10 days from the date of completion of inquiry and such report be made available to the concerned parties.
- If the allegations against the respondent are proved, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it.

**The possible actions that can be taken :**

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/ promotion
- Suspension
- Dismissal
- Any other relevant actions

  
ICC Coordinator  
Mrs.T.Aparna



  
Principal  
Dr.K.Ramesh Reddy

**PRINCIPAL**  
G. Narayanamma Institute of  
Technology & Science (for women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500 104

**G.NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE  
(FOR WOMEN)  
AUTONOMOUS  
SHAIKPET, HYDERABAD – 500 104**

REF: GNITS/OR/2022

Dt.05-01-2022

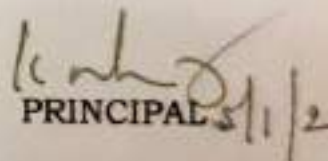
**OFFICE ORDER**

Sub:- GNITS – Complaint from B.Narmada, Asst. Prof. EEE on  
Mr K.Pandu Kumar, Asst. Prof. EEE – Enquiry – Reg.

\* \* \*

A complaint has been given by B.Narmada, Asst. Prof. EEE on K.Pandu Kumar, Asst. Prof. EEE. The letter of complaint is herewith forwarded to Internal Complaint Committee, GNITS. The members of the Cell are requested to enquire the issue and submit the report to the undersigned on or before 22-1-2022.

In this regard, Dr.N.Malla Reddy, Professor and Head of the Department, EEE is nominated as a Special Invitee in the process of enquiry of the above issue.

  
PRINCIPAL 5/1/22

TO  
The coordinator,  
I CC, GNITS





**G.Narayanamma Institute of Technology & Science (for women)**  
(Autonomous)

<b>GNITS</b>	<b>CIR/09</b>
<b>Sub: ICC</b>	<b>Date:- 5-01-2022</b>

**CIRCULAR**

A meeting will be held on 6/01/2022 at 2:00 pm in Sports Room to discuss the complaint received from Mrs.B.Narmada Asst Prof , EEE Dept against Mr.Pandu Kumar Ref: Letter dated 27/12/2021. All the members of the ICC committee are requested to attend the meeting.

**Agenda :**

1. To address the complaint received.
2. Constitution of an Enquiry Committee
3. Any other

Copy to all the ICC members :

1. Mrs T Aparna, Asst Professor, IT Department & ICC Coordinator
2. Dr P. Aparna, Prof and HOD, H&M Department, Member
3. Dr MVL Surya Kumari, Physical Directress
4. Dr G Srivalli, Assoc Professor ECE Department, Member
5. Mrs Bhagheswari Ratkal, Asst Professor, CSE Department, Member
6. Mrs K Swarna Latha, Asst Prof, EEE Department, Member
7. Mrs T Sunita, Asst professor, ETE Department, Member
8. Mrs M Sreevalli. Asst Prof, BS Department, Member

Mrs.T.Aparna

ICC Coordinator



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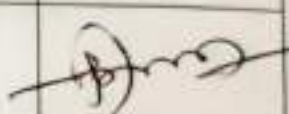

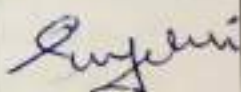
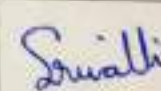
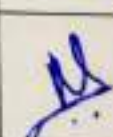


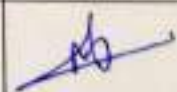
GNITS	CIR/09
Sub: ICC	Date:- 06-01-2022

**Minutes of the meeting held on 06-01-2022**

**Agenda :**

1. To address the complaint received.
2. Constitution of an Enquiry Committee
3. Any other.

**Members Present:**


S.No	Name	Signature
1	Mrs T Aparna, Asst Professor, IT Department , Coordinator , ICC	
2	Dr P. Aparna, Prof and HOD, H&M Department, Member	
3	Dr.M.V.L. Surya Kumari, Physical Directress , Member	
4	Dr G Srivalli, Assoc Professor ECE Department, Member	
5	Mrs Bhagheswari Ratkal, Asst Professor, CSE Department, Member	
6	Mrs K Swarna Latha, Asst Prof, EEE Department, Member	
7	Mrs T Sunita, Asst professor, ETE Department, Member	
8	Mrs M Sreevalli. Asst Prof, BS Department, Member	


### Minutes of the meeting content:

- The Coordinator welcomed the members of the committee and briefed the details of the complaint received.
- The complaint is received from Mrs.B.Narmada Asst Prof , EEE Dept against Mr.Pandu Kumar Ref: Letter dated 27/12/2021.
- It was discussed and decided to constitute a four member enquiry committee to investigate the issue with the following members.
  1. Dr P. Aparna, Prof and HOD, H&M Dept.
  2. Dr. MallaReddy , HOD EEE Dept.
  3. Dr MVL Surya Kumari, Physical Directress.
  4. Mrs.T.Aparna Asst Prof , IT Dept & ICC Coordinator

### Resolutions

Agenda Point	Resolutions	Responsible person	Target date	Remarks
1	To take statements from both the complainant and the respondent Mrs.Narmada Asst Prof , EEE and Mr.Pandu Kumar Asst Prof , EEE	Enquiry Committee members	20/01/2022	The enquiry meeting was conducted on 27/01/22 due to COVID-19 third wave restrictions
2	To submit the enquiry report with recommendations to the Head Of the Institution	ICC Coordinator	22/01/2022	The report was submitted on 28/01/22

  
Mrs.T.Aparna  
ICC Coordinator

  
Dr.K.Ramesh Reddy  
Principal





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GNITS	CIR/09
Sub: ICC	Date:- 25-01-2022

**CIRCULAR**

An enquiry committee has been constituted in response to the complaint received from Mrs.B.Narmada Asst Prof , EEE Dept against Mr.Pandu Kumar Ref: Letter dated 27/12/2021. In this regard a meeting will be held for conducting a detailed enquiry on the matter.

**Agenda :**

1. Investigate the allegations made on Mr.Pandu Kumar Asst Prof , EEE Dept wide Ref letter dated 27/12/2021.

The following members are requested to attend a meeting at 11:30 AM , in Sports Room on 27-01-2022.

1. Dr. MallaReddy , HOD EEE Dept.
2. Dr P. Aparna, Prof and HOD, H&M Dept.
3. Dr MVL Surya Kumari, Physical Directress.
4. Mrs.T.Aparna Asst Prof , IT Dept & ICC Coordinator
5. Mrs B.Narmada Asst Prof , EEE Dept , Complainant
6. Mr.Pandu Kumar Asst Prof , EEE Dept , Respondent

Mrs.T.Aparna

ICC Coordinator

**Members Present:**

S.No	Name	Designation	Dept	Signature
1	Dr. MallaReddy	Prof & HOD	EEE	N. Malla Reddy 23/01/22
2	Dr P. Aparna	Prof and HOD	H&M	P. Aparna
3	Dr MVL Surya Kumari	Physical Directress	PD	Surya Kumari
4	Mrs.T.Aparna	Asst Prof & ICC Coordinator	IT	T. Aparna 27/1/22
5	Mrs B.Narmada	Asst Prof	EEE	B. Narmada
6	Mr.Pandu Kumar	Asst Prof	EEE	P. Pandu Kumar 15/2/22

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