

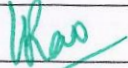
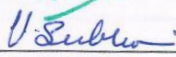
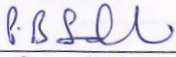



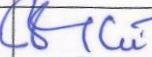

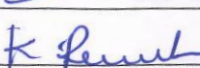


**Internal Complaints Committee (ICC)**  
**Anti-Sexual Harassment Cell for Women**  
**KBN College (A) Vijayawada**

19.06.2019

As per the guidelines of Supreme Court, UGC, Sexual Harassment of Women employees and students in Higher Educational Institutions (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaints Committee (Anti – Sexual Harassment Cell) has been established by KBN College, Vijayawada in 2013. The Committee has been formed to provide protection against sexual harassment of women at the work place.

Executing above directions an Internal Complaints Committee is constituted at KBN College to prevent sexual harassment at workplace for the academic year 2019-20. A written complaint/online complaint is required from the aggrieved person to take the necessary actions. The committee conducts enquiry and gives remedial measures and it also provides counselling and conciliation to the aggrieved person. The Constituted Committee has the following members

**Committee**

Name	Designation	Mobile	Signature
Dr. V. Narayana Rao, Principal	Chairman	9885839320	
Dr. V. Subhashini, Head, Dept. of Zoology	Convenor	9490196964	
Dr. P.B. Sandhya Sri, Head, Dept. of Physics	Member	8074203008	
Dr. G. Krishnaveni, Head, Dept. of Chemistry	Member	9491130111	
Dr. Mazharunnisa, Head, Dept. of MBA	Member	9493608646	
Smt. O. Sailaja, Asst. Prof. in M.Sc. Chemistry	Member	9885019882	
P. Bharathi Devi, Head, Dept. of MCA	Member	9885465836	
M. Janaki, Lecturer in Hindi	Member	9295452820	
K. Renuka, Lecturer in Hindi	Member	9652324428	
Ms. Vijaya Nandini, II MBA	Student member		
Sk. Parveen III B.Sc. (CBZ)	Student member	9505558335	

**Internal Complaints Committee (ICC)  
Anti-Sexual Harassment Cell for Women  
KBN College (A) Vijayawada**

**Date: 29.08.2019**


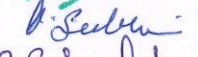





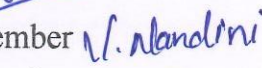
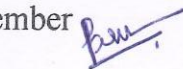
Minutes of the **First meeting** of the Internal Complaints Committee (ICC) on Sexual Harassment Cell of Women at work place. The meeting was held on 12<sup>th</sup> September, 2019 at 12.30 PM in the Principals Chamber of KBN College (A) Vijayawada

**1. Agenda:**

- To decide an action plan of the ICC cell for the year 2019-2020.
- To launch an awareness campaign on sexual harassment at work place for girl students.

The following members of ICC attended the Meeting

- Dr. V. Narayana Rao, Principal
- Dr. V. Subhashini, Head, Dept. of Zoology
- Dr. P.B. Sandhya Sri, Head, Dept. of Physics
- Dr. G. Krishnaveni, Head, Dept. of Chemistry
- Dr. Mazharunnisa, Head, Dept. of MBA
- P. Bharathi Devi, Head, Dept. of MCA
- Smt. O. Sailaja, Asst. Prof. in M.Sc. Chemistry
- M. Janaki, Lecturer in Hindi
- Ms. Vijaya Nandini, II MBA
- Sk. Parveen, III B.Sc. (CBZ)

Chairman   
 Convenor   
 Member P.B. Sandhya Sri   
 Member   
 Member   
 Member   
 Member   
 Student Member   
 Student Member 

**2. Minutes:**

- The Convenor of the cell Dr. V. Subhashini briefly explained the major features, do and don'ts of Internal Complaints Committee (ICC), in connection with the Sexual Harassment at Work Places, Prevention, Prohibition and Redressal Act 2013 on the first meeting of the ICC.
- She welcomed suggestions from the members for the plan of action of ICC.

**4. Resolutions:**

- It is resolved to issue a notification to all the teaching and non-teaching staff to be alert to keep check on the incidents of sexual harassment of girl students in the college campus.
- It is unanimously resolved to increase collaboration among teachers, students and parents for the safety of the girl students.
- It is resolved to conduct orientation programs / Seminars / workshops regarding women issues.
- The meeting was concluded with the vote of thanks.

**Internal Complaints Committee (ICC)  
Anti-Sexual Harassment Cell for Women  
KBN College (A) Vijayawada**

**Date: 12.10.2019**

Minutes of the **Second meeting** of the Internal Complaints Committee (ICC) on Sexual Harassment Cell of Women at work place. The meeting was held on 12<sup>th</sup> October, 2019 at 12.30 PM in the Principals Chamber of KBN College (A) Vijayawada

**1. Agenda:**

- To conduct an awareness program for girl students
- To conduct a five day SAM workshop sponsored by UGC in association with Women Studies Centre of KBN College.

The following members of ICC attended the Meeting

- Dr. V. Narayana Rao, Principal
- Dr. V. Subhashini, Head, Dept. of Zoology
- Dr. P.B. Sandhya Sri, Head, Dept. of Physics
- Dr. G. Krishnaveni, Head, Dept. of Chemistry
- Dr. Mazharunnisa, Head, Dept. of MBA
- P. Bharathi Devi, Head, Dept. of MCA
- Smt. O. Sailaja, Asst. Prof. in M.Sc. Chemistry
- M. Janaki, Lecturer in Hindi
- Ms. Vijaya Nandini, II MBA
- Sk. Parveen, III B.Sc. (CBZ)

Chairman *V Rao*  
 Convenor *V Subhashini*  
 Member *P.B. Sandhya Sri*  
 Member *G. Krishnaveni*  
 Member *Mazharunnisa*  
 Member *P. Bharathi Devi*  
 Member *O. Sailaja*  
 Student Member *V. Nandini*  
 Student Member *Parveen*

**2. Minutes:**

- The Convenor of the cell Dr. V. Subhashini greeted the members of ICC Cell and briefly explained the major features, do and don'ts of Internal Complaints Committee.
- She welcomed suggestions from the members.
- Minutes of the previous meeting were read and discussed.

**3. Action Taken Plan**

- The action plan for the academic year 2019-2020 is framed after discussions with all the members.
- An awareness program is conducted on Women Entrepreneurship Development from 16<sup>th</sup> to 23<sup>rd</sup> September in association with women Empowerment cell of KBN College
- The students were also made aware about the procedure to make complaints if they have any problem regarding sexual harassment in the college

**4. Resolutions:**

- It is unanimously resolved to conduct Awareness programs on gender sensitization.
- The members discussed about organising workshop on Sensitisation, Awareness & Motivation and resolved to conduct a five day SAM workshop in the month of February 2020 after getting approval from UGC.
- The meeting was concluded with the vote of thanks from Dr. P.B. Sandhya Sri, Head, Dept.

**Internal Complaints Committee (ICC)  
Anti-Sexual Harassment Cell for Women  
KBN College (A) Vijayawada**

**Date: 11.02.2020**

Minutes of the **Third meeting** of the Internal Complaints Committee (ICC) on Sexual Harassment Cell of Women at work place. The meeting was held on 11<sup>th</sup> February, 2020 at 12.30 PM in the Principals Chamber of KBN College (A) Vijayawada

**1. Agenda:**

1. To place Sexual harassment book in website
2. To organize Self-defense programs/ Awareness programs

The following members of ICC attended the Meeting

- |  |                                  |
|--|----------------------------------|
| • Dr. V. Narayana Rao, Principal                             | Chairman <i>Rao</i>              |
| • Dr. V. Subhashini, Head, Dept. of Zoology <i>Sub</i>       | – Convenor <i>Subhashini</i>     |
| • Dr. P.B. Sandhya Sri, Head, Dept. of Physics               | Member <i>P.B. Sandhya Sri</i>   |
| • Dr. G. Krishnaveni, Head, Dept. of Chemistry               | Member <i>G. Krishnaveni</i>     |
| • Dr. Mazharunnisa, Head, Dept. of MBA <i>conv</i>           | Member <i>Mazharunnisa</i>       |
| • P. Bharathi Devi, Head, Dept. of MCA                       | Member <i>P. Bharathi Devi</i>   |
| • Smt. O. Sailaja, Asst. Prof. in M.Sc. Chemistry <i>(1)</i> | Member <i>O. Sailaja</i>         |
| • M. Janaki, Lecturer in Hindi <i>(2)</i>                    | Member <i>M. Janaki</i>          |
| • Ms. Vijaya Nandini, II MBA                                 | Student Member <i>V. Nandini</i> |
| • Sk. Parveen, III B.Sc. (CBZ)                               | Student Member <i>Parveen</i>    |

**2. Minutes:**

- The Convenor of the cell Dr. V. Subhashini greeted the members of ICC Cell and briefly explained the responsibilities of Internal Complaints Committee.
- She welcomed suggestions from the members.
- Minutes of the previous meeting were read and discussed.

**3. Action Taken Plan**

- An awareness program was conducted on Child marriages and problems in adolescence in association with Kishore Vikasam Organisation on 24<sup>th</sup> January, 2020
- SAM (Sensitisation, Awareness & Motivation) workshop sponsored by UGC was conducted from 3<sup>rd</sup> – 9<sup>th</sup> February, 2020.
- It was emphasised that in order to create awareness and continuous sensitisation among the employers and students, it is essential to place the Hand book on Sexual harassment of women at workplace in the college website.

**4. Resolutions:**

- The committee noted that no complaint of Sexual Harassment has been received from any women employee / student.
- It is resolved to conduct more number of awareness programs in the next academic year
- It is also resolved to send notices frequently regarding Sexual Harassment Act to classes so as to remind the students.