



AVANTHI'S St.THERESSA INSTITUTE OF Engineering & Technology

Phone : 08952-281061
Cell : 7893433345
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(Approved by AICTE, Recognised by the Govt. of A.P., & Affiliated to JNTU-GV, Vizianagaram)

Garividi (Cheepurupalli) Vizianagaram Dist - 535101

website : www.sttheressaengg.ac.in

email : astiet@sttheressaengg.ac.in

Date: 07.06.2025

Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) is constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 to provide a safe, secure, and harassment-free environment for women employees and students in the engineering college.

1. Objectives of the ICC

- Prevention and prohibition of sexual harassment
- Redressal of complaints in a **fair, impartial, and confidential** manner
- Awareness creation on gender sensitization and POSH compliance
- Ensuring a safe academic and working environment

2. ICC Members

S. No	Name	Designation	Role in ICC	Phone Number
1	Smt. P. Madhavi	HOD-EEE	Presiding Officer	9052014922
2	Smt. A. Krishana Veni	HOD- CSE (AI&ML)	Internal Member	9676663725
3	Dr. R. Vara Lakshmi	HOD- MECHANICAL	Internal Member	7095728741
4	Smt. K. Anitha	Assistant Professor- ECE	Internal Member	9494420122
5	Smt. K. Vasanthi	Advocate	External Member	7207090549
6	Sri G. Anil Kumar	Administrative Officer	Member Secretary	9704755549

3. Tenure of the Committee

The ICC shall hold office for a period of **three (03) years** from the date of constitution or until further orders.



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4. Scope & Jurisdiction

The ICC shall address complaints related to:

- a) Teaching staff
- b) Non-teaching staff
- c) Students
- d) Contractual, temporary, or outsourced employees
- e) Incidents occurring **within campus or during official activities**

5. Powers & Functions

- a) Receive written complaints of sexual harassment
- b) Conduct inquiry following principles of natural justice
- c) Summon witnesses and examine documents
- d) Recommend appropriate disciplinary action
- e) Submit annual report to the Management / District Officer

6. Complaint Redressal Process

- a) Complaint to be submitted within **3 months** of incident
- b) Acknowledgment by ICC
- c) Inquiry completed within **90 days**
- d) Recommendations submitted to Management
- e) Action taken within **60 days**

7. Confidentiality Clause

All proceedings, identities, and records of complaints shall be treated as **strictly confidential**.

Any violation will attract penal action under the Act.



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Mandatory Compliance Activities

- a) Display ICC details on notice boards and website
- b) Conduct **annual POSH awareness programs**
- c) Maintain complaint and inquiry records
- d) Submit **annual ICC report**

Ann 02/06/24

Principal

PRINCIPAL

Avanthi's Saint Theresa

Engineering & Technology

GARIVIDI (Cheedurupalli,

Vizianagaram Dist., A.P