

BAPATLA WOMEN'S ENGINEERING COLLEGE, BAPATLA.
CIRCULAR No. BWEC /22-23

Dated: 10/09/2022.

INTERNAL COMPLAINTS COMMITTEE - 2022-23

Internal Grievance/ Complaints Committee

About

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.

1. The committee will arrange programs on Women's Day and at other times, as is deemed necessary.
 - a. The committee will admit complaints from
 - Female employees on harassment and discrimination in the workplace by other employees. Female employees on harassment and discrimination in the workplace by other employees.
 - Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff Female residents on harassment, assault and other forms of misbehavior by employees.
 - b. The committee will follow relevant Acts, Rules, OM of Government of India and Court Orders etc as applicable from time to time.
 - c. The Committee will institute Enquiry Committee as it deems fit to examine particular complaints.
 - d. The Committee will make recommendations on actions to be taken on specific complaints.
2. 5 Steps of Investigation of complaint
 1. Review
 2. Grievances Procedure
 3. Formal Investigation
 4. Meeting
 5. Appeal
3. The Committee will report to the Principal.
4. a Sexual Harassment Act 2009
b Vishaka Guidelines
c. Working Rules for Internal Complaints Committee

The Committee

S.NO	Member	Role	Email	Phone Number
1	Dr.G.Srinivasa Rao Principal	Chairman	gsr.gsrao@gmail.com	8555055119
2	I.Haritha Asst Professor, Dept of EEE	Member	Haritha.vsp@gmail.com	943150329
3	Mrs. G.Venkateswari Asst Professor, Dept of CSE	Member	venkateswari37gmail.com	9505516639
4	Mrs. B.Mahalakshmi Asst Professor, Dept of ECE	Member	mahalakshmibollimuntha@gmail.com	7569348871
5	Mrs. G.Divya Asst Professor, Dept of ECE	Member	divya.gudapaty@gmail.com	7396732238
6	Mrs.P.Naga Lakshmi, Asst Professor, Dept of EEE	Member	nagalakshmi.ponnuri84@gmail.com	9246467804
7	Mrs. O.Sree Devi Asst Professor, Dept of Chemistry	Member	sreedevikarumanchi@gmail.com	9493919987

All the Members of the Internal Complaints Committee,
All the Notice boards, Library, Canteen & Hostels,
All HODs for staff Circulation, Office.


PRINCIPAL

PRINCIPAL
BAPATLA WOMEN'S ENGINEERING COL
BAPATLA



Phone : 011-26131577 - 78, 80
011-29581000
Website : www.aicte-india.org



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

(शिक्षा मंत्रालय, भारत सरकार)

नेहरून मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Govt. of India)

(Ministry of Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

F. No.: AICTE/ADV/AB/Misc./2023-24

Dated: - 08-05-2023

To,

1. All AICTE Approved Universities / State Private / Deemed to be Universities
2. All Directors /Principals of AICTE Approved Institutions

Subject: - Maintenance of safe working environment for female employee at Workplace. - reg.

Sir/Madam,

As you are aware that duly constituted Internal Committee (IC) is one of the essential requirements and in case of non-availability of IC, the institute shall be liable for punitive action i.e. "No Admission". AICTE from time to time has been reiterating that all AICTE approved Institutes shall without fail constitute Internal Committee (IC) to address the issues related to the women employees.

Please note that maintenance of safe working environment for female employee at Workplace as per "Sexual Harassment of Women (Prevention, Prohibition and Redressal) at Workplace Act, 2013" is the responsibility of the concerned institution. In terms of the said act, all AICTE approved Universities / institutions are directed to ensure compliance of the following: -

1. To constitute an Internal Committee (IC) and a Special cell in the institution to deal with the issue of gender based violence and to conduct gender sensitization programme.
2. To display banners/ posters at conspicuous places in the building to create awareness amongst employee about what is sexual harassment and how to prevent it.
3. To display name and contact details of the members of the Internal Committee at Notice Board in the Institution.
4. To upload the (i) "Sexual Harassment of Women (Prevention, Prohibition and Redressal) at Workplace Act, 2013" (ii) Constitution of the Committee and details of the Members of the Internal Committee such as name, phone number, address etc. on the institute website.
5. To conduct training programme to sensitize the employees of the Institution.

This is issued with the approval of the Competent Authority.

Regards,

(Prof. Rajendra B. Kakde)

Adviser-I, Head Regulation Bureau

