



SWARNA BHARATHI INSTITUTE OF SCIENCE & TECHNOLOGY (SBIT)



(Approved by AICTE, Govt. of Telangana & Affiliated to JNTUH, Hyd & TSSBTET, Hyd.)

H.No. 5-7-200 / 12, PAKABANDA STREET, KHAMMAM - 507 002, TELANGANA.

Phones : 8712112331, 8712712331, E-mail : sbitengg@gmail.com, Website : www.sbit.ac.in

Ref. No.

Date: 02-09-2022

ORDERS

An Internal Complaints Committee is constituted with the following faculty members for A.Y. 2022-23. The committee members are requested to meet 03-09-2022 and prepare minutes of the meeting and submit to the Principal regularly.

Internal Complaints Committee

S.No.	Name	Designation	Position	Signature
1	Mrs. S. Nagamani	Principal Nominee	Chairman	
2	Dr. Ch. Neeraja	Asst. Prof., H&S	Member	
3	Mrs. K. Yojana	Asst. Prof., ECE	Member	
4	Dr. G. Merlin Linda	Asst. Prof., CSE	Member	
5	Mrs. P. Glory Victoria	Asst. Prof., H&S	Member	
6	Mrs. P. Naga Laxmi	Asst. Prof., ECE	Convener	

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Ref. No. MINUTES OF THE INTERNAL COMPLAINTS COMMITTEE MEETING Date:

Internal Complaint Committee (ICC) meeting is conducted on 03-09-2022 in the seminar hall, Main Block.

Following members of ICC attended the meeting:

S.No.	Name	Designation	Position	Signature
1	Mrs. S. Nagamani	Principal Nominee	Chairman	
2	Dr. Ch. Neeraja	Asst. Prof., H&S	Member	
3	Mrs. K. Yojana	Asst. Prof., ECE	Member	
4	Dr. G. Merlin Linda	Asst. Prof., CSE	Member	
5	Mrs. P. Glory Victoria	Asst. Prof., H&S	Member	
6	Mrs. P. Naga Laxmi	Asst. Prof., ECE	Convener	

The points discussed:

- The Chairman instructed convener to brief the activities of last academic year.
- The Convener apprised the members about the activities of last academic year and informed that there is no complaint received by the committee
- It is decided that one week gender equality programs to be conducted containing events like photography, essay writing, poems, short film etc. after the admission of first year students.
- Committee decided to conduct programs and activities about gender equality and gender sensitization.
- Seminar on sexual harassment should be organized.
- Prepare report and complaints for solutions and recommendations.

CHAIRMAN
(Mrs. S. Nagamani)



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B+ Grade

Ref. No.

Date :15-9-2021.....

INTERNAL COMPLIANT COMMITTEE

As per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2013), Internal complaints committee was formed in Swarna Bharathi Institute of Science & Technology.

Objective: Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions.

Functions

- ❖ The Committee shall publicly notify and commit itself to a zero tolerance policy towards sexual harassment by organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students.
- ❖ The committee shall, on receipt of a written complaint, promptly initiate inquiry proceedings as per the directions under the Prevention, Prohibition and Redressal Act, 2013
- ❖ The members to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students.



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Ref. No.

Date:

15-09-2021

ORDERS

An Internal Complaints Committee and Women Development Committee are constituted with the following faculty members with effect for 2021-22. The committee members are requested when there need be, prepare minutes of the meeting and submit to the Principal regularly.

Internal Complaints Committee

S.no.	Name	Designation	Position	Signature
1	Mrs. S. Nagamani	Principal Nominee	Chairman	
2	Dr. Ch. Neeraja	Asst. Prof., H&S	Member	
3	Mrs. K. Yojana	Asst. Prof., ECE	Member	
4	Dr. G. Merlin Linda	Asst. Prof., CSE	Member	
5	Mrs. P. Glory Victoria	Asst. Prof., H&S	Member	
6	Mrs. P. Naga Laxmi	Asst. Prof., ECE	Convener	

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Ref. No.

Date: 17-09-2021

MINUTES OF THE INTERNAL COMPLAINTS COMMITTEE MEETING

Internal Complaint Committee (ICC) meeting is conducted on 17-09-2021 in the seminar hall, Main Block.

Following members of ICC attended the meeting:

S.no.	Name	Designation	Position	Signature
1	Mrs. S. Nagamani	Principal Nominee	Chairman	
2	Dr. Ch. Neeraja	Asst. Prof., H&S	Member	
3	Mrs. K. Yojana	Asst. Prof., ECE	Member	
4	Dr. G. Merlin Linda	Asst. Prof., CSE	Member	
5	Mrs. P. Glory Victoria	Asst. Prof., H&S	Member	
6	Mrs. P. Naga Laxmi	Asst. Prof., ECE	Convener	

The points discussed:

- To dedicate a week (gender equality week) / to conduct events like photography, essay writing, poems, short film etc. after the admission of first year students.
- The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and Child Development and the composition of the Internal Complaints Committee of SBIT must be uploaded in website.
- Seminar on sexual harassment should be organized.
- Prepare report and complaints for solutions and recommendations.

CHAIRMAN
(Mrs. S. Nagamani)



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Ref. No.

Date : 03-09-2020

ORDERS

An Internal Complaints Committee and Women Development Committee are constituted with the following faculty members with effect for 2020-21. The committee members are requested when there need be, prepare minutes of the meeting and submit to the Principal regularly.

Internal Complaints Committee

1. Mrs. S. Nagamani, CSE - Principal Nominee - Chairman
2. Mrs. P. Naga Laxmi, ECE - Convener
3. Dr. Ch. Neeraja, Maths - Member
4. Mrs. K. Yojana, ECE - Member
5. Dr. G. Merlin Linda, CSE - Member
6. Mrs. P. Glory Victoria, H&S - Member


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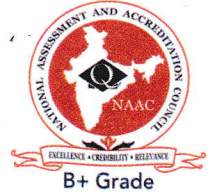
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Ref. No.

MINUTES OF THE INTERNAL COMPLAINTS COMMITTEE MEETING

Date :

Internal Complaint Committee (ICC) meeting is conducted on 05-09-2020 in the seminar hall, Main Block.

Following members of ICC attended the meeting:

- | | | | |
|--|---|----------|--|
| 1. Mrs. S. Nagamani, CSE - Principal Nominee | - | Chairman | |
| 2. Mrs. P. Naga Laxmi, ECE | - | Convener | |
| 3. Dr. Ch. Neeraja, Maths | - | Member | |
| 4. Mrs. K. Yojana, ECE | - | Member | |
| 5. Mrs. D. Madhuri Devi, Chemistry | - | Member | |

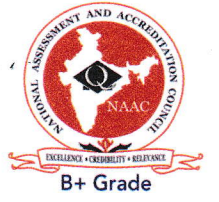
The points discussed:

- The Chairperson conveyed his thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise.
- Organize workshop/ webinar related to Sexual Harassment of Women/students.
- Surprise visit by the committee to avoid in disciplinary activities if at all observed.
- Internal committee must be formed to maintain harmony.
- Members felt so happy that there were no complaints on sexual harassment.

CHAIRMAN



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Ref. No.

Date : 01-08-2019

ORDERS

An Internal Complaints Committee and Women Development Committee are constituted with the following faculty members with effect for 2019-20. The committee members are requested when there need be, prepare minutes of the meeting and submit to the Principal regularly.

Internal Complaints Committee

1. Mrs. S. Nagamani, CSE - Principal Nominee - Chairman *Neeraj*
2. Mrs. P. Naga Laxmi, ECE - Convener *PL*
3. Dr. Ch. Neeraja, Maths - Member *Ch*
4. Mrs. K. Yojana, ECE - Member *KY*
5. Mrs. D. Madhuri Devi, Chemistry - Member *MD*

N. Sambal

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Ref. No.

Date :

MINUTES OF THE INTERNAL COMPLAINTS COMMITTEE MEETING

Internal Complaint Committee (ICC) meeting is conducted on 05-08-2019 in the seminar hall, Main Block.

Following members of ICC attended the meeting:

- | | | | |
|--|---|----------|--------------------|
| 1. Mrs. S. Nagamani, CSE - Principal Nominee | - | Chairman | <i>[Signature]</i> |
| 2. Mrs. P. Naga Laxmi, ECE | - | Convener | <i>[Signature]</i> |
| 3. Dr. Ch. Neeraja, Maths | - | Member | <i>[Signature]</i> |
| 4. Mrs. K. Yojana, ECE | - | Member | <i>[Signature]</i> |
| 5. Mrs. D. Madhuri Devi, Chemistry | - | Member | <i>[Signature]</i> |

The points discussed:

- The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and Child Development and the composition of the Internal Complaints Committee must be uploaded in website.
- To operate She- Box, the user ID/ Password may be obtained from the Ministry of Women and Child Development.
- It is needed to access the She – Box portal on monthly basis.
- A complaint Drop box must be placed in the campus premises.

[Signature]
CHAIRMAN



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Ref. No.






08-08-2018

Date :

ORDERS

An Internal Complaints Committee are constituted with the following faculty members. The committee members are requested when there need be, prepare minutes of the meeting and submit to the Principal.

Internal Complaints Committee:

1. Mrs. S. Nagamani, CSE - Principal Nominee - Chairman 
2. Dr. Ch. Neeraja, Maths - Member 
3. Mrs. K. Yojana, ECE - Member 
4. Mrs. D. Madhuri Devi, Chemistry - Member 
5. Mrs. P. Naga Laxmi, ECE - Convener 



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MINUTES OF THE INTERNAL COMPLAINTS COMMITTEE MEETING

Date:

Internal Complaint Committee (ICC) meeting is conducted on 11-08-2018 in the seminar hall, Main Block.

Following members of ICC attended the meeting:

- | | | | |
|--|---|----------|---|
| 1. Mrs. S. Nagamani, CSE - Principal Nominee | - | Chairman |  |
| 2. Mrs. P. Naga Laxmi, ECE | - | Convener |  |
| 3. Dr. Ch. Neeraja, Maths | - | Member |  |
| 4. Mrs. K. Yojana, ECE | - | Member |  |
| 5. Mrs. D. Madhuri Devi, Chemistry | - | Member |  |

The points discussed:

The Chairperson welcomed all the members of the Committee and informed that as per the guidelines issued by Ministry of Women and Child Development, all the organizations having more than 10 personnel/officials must constitute an ICC and in this context.

- He described the role of ICC and said everyone has a responsibility to contribute to the cause.
- The committee welcomed suggestions from all members to make it effective.
- The Committee noted that no complaint of sexual harassment has been received from any woman employee of the Institute.
- It is essential to place banners/posters/notices defining sexual harassment at prominent places.


CHAIRMAN