

**CIRCULAR****Sub.: Constitution of Internal Complaints Committee****Ref.: VIT-AP/2017/RG/SW/WGC/10**

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The Women's Grievance Cell formed under the Circular referred above will hereafter be called as Internal Complaints Committee (ICC).

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place. If any faculty, staff or student has any grievance, including any kind of sexual harassment, the same can be brought to the notice of the Convener or any member of the ICC for necessary action and redressal.

The ICC comprises of the following members

1. Dr. Susmitha Shyamsundar – Convenor (VISH)
2. Dr. Mehfooza Munavar Basha – Member (SCOPE)
3. Dr. Abhijit Adhikari – Member (SCOPE)
4. Dr. S Priyanka – Member (SENSE)
5. Dr. Sudesh Manger – Member (VISH)
6. Dr. Sandhya Sadanandan – Member (SAS)
7. Ms. Shahida Banu – Member (VC Office)
8. Ms. K Suneetha – Member (Admissions)

Inquiry Process:

1. On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well

as recording statements of any possible witnesses including the complainant

2. Complaints can be raised not only by the victim of harassment but also by anyone who is a witness and wants to report the same. However, they have to submit necessary proofs to initiate inquiry process
3. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the University Disciplinary Committee (UDC)
4. If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015
5. The inquiry of the ICC on the complaints received shall be compiled by the Convenor ICC and submit to the Office of Registrar for further processing
6. The inquiry shall be completed within a maximum duration of thirty days from the date of the complaint
7. The inquiry shall maintain highest levels of confidentiality of the identity of all involved and the findings along with the proofs shall be deposited with the Office of Registrar
8. If the allegation against the respondent has been proved, ICC shall recommend punitive actions to be taken against the respondent to the employer
9. The complaints can be directly represented in a letter form to the Convenor ICC or can be communicated over email at [icc@vitap.ac.in](mailto:icc@vitap.ac.in)
10. The enquiry report submitted to the Office of Registrar shall be forwarded to the Vice-Chancellor for necessary action as per provisions mentioned in the UGC Act

Dr. Jagadish C. Mudiganti  
Registrar, VIT-AP University