



# AVANTHI'S St.THERESSA INSTITUTE OF Engineering & Technology

Phone : 08952-281061  
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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](http://www.sttheressaengg.ac.in) email : [astiet@sttheressaengg.ac.in](mailto: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

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



*Inm 02/06/24*  
**Principal**

PRINCIPAL

Avanthi's Saint Theresa  
Engineering & Technology  
GARIVIDI (Cheedurupalli,  
Vizianagaram Dist., A.P)