



SRINIVASA

INSTITUTE OF TECHNOLOGY AND SCIENCE

(AUTONOMOUS)

(Approved By AICTE, New Delhi & Affiliated To JNTUA, Anantapuram)
An ISO 9001:2015 Certified Institution and NAAC Certified Institution
Chennai-Hyderabad Bypass Road, Ukkavanalli, Kadapa-516002. www.sitskadapa.ac.in



DATE:01-10-2025

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The Internal Complaint Committee (ICC) of the institution is hereby reconstituted with immediate effect for the academic year 2025–2026.

The objective of the Internal Complaint Committee is to prevent sexual harassment on campus, to ensure a safe, secure, and dignified environment for students, faculty, and staff. To provide a fair, confidential, and accessible mechanism for redressal of complaints, To promote gender equality and mutual respect within the institution, To create awareness about sexual harassment and its consequences

The reconstituted committee members are as follows:

1. Mrs.P.Amara Sravnathi (Chairperson)
2. Mrs.O.Sireesha (Member)
3. Ms.S.Hushmitha (Member)
4. Ms.O.MOunika (Member)
5. Ms.S.Roshini (Member)
6. Mrs.S.Mobina (Member)
7. Mrs.G.Geetha Suma (Member)
8. Ms.B.Archana (Student Member)
9. Ms.R.Manogna Devi (Student Member)
10. Ms.B.Mokshitha (Student Member)
11. Ms.P.Abhinaya (Student Member)

All faculty members, staff, and students are requested to extend their cooperation for the effective functioning of the Internal Complaint Committee.

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Copy to:

Office of the Principal

All the Head of Departments

Controller of Examinations



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Date:01-09-2025

CIRCULAR



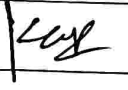
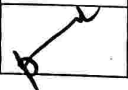

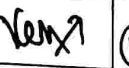
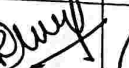
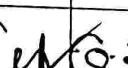

It is informed to the members of Internal Complaint Committee, that a meeting is scheduled on 05/09/2025 at 11:00AM in Principal Office.

Agenda:

1. Activities to be conducted for 2025 - 26
2. To orient students and staff on institutional rules, policies and support services.
3. To educate students about their rights and responsibilities regarding gender sensitization and harassment policies and ICC procedures.
4. Any other points with the permission of the chair

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CIVIL	EEE	AI & ML	ECE	CSE	BS&H	TPO	AO	IQAC
								



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Office Order Dated: 01-09-2025

Internal complaint committee comprising the following faculty is constituted to deal with academic structure, examination pattern and code of conduct. Any student/staff may approach the following committee members if they have any issue and the committee shall take up necessary action.

Internal Complaint Committee

S.No	Name	Designation	Chair Person /Member	E-Mail ID	Contact Number	Signature
1	P.Sravanthi	Asst. Professor	Chairperson	rosysravanthi@gmail.com	9603980525	
2	O. Sireesha	Asst. Professor	Member	obulapuramsrieesha@gmail.com	7989115018	
3	S.Hushmitha	Asst. Professor	Member	Sajja20081998@gmail.com	7075448333	
4	O.Mounika	Asst. Professor	Member	Mounireddy9247@gmail.com	7287966419	
5	S.Roshini	Asst. Professor	Member	Roshini799356@gmail.com	7993567610	
6	S.Mobina	Asst. Professor	Member	Muskanmahin0@gmail.com	7989865997	
7	G.Geetha	Asst. Professor	Member	Geethasuma96@gmail.com	6281286956	
	B.Archana	Student (259H1A051)	Student Member	arch8130@gmail.com	7989286784	
8	R.Manogna Devi	Student (259H1A393)	Student Member	Rmanognadevi1977@gmail.com	9014318546	
9	B.Mokshitha	Student (259H1A470)	Student Member	mokshithabitta@gmail.com	6304915478	
10	P.Abhinaya	Student (259H1A042)	Student Member	abhinayapenubala@gmail.com	7993872829	

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INTERNAL COMPLAINT COMMITTEE REPORT

Minutes Of Meeting

Date of conduction: 05/09/2025

Time : 11:00 AM

Mode of conduct : Off line

Meeting attended by:

1. Ms. P.Sravanthi, Chair person ICC
2. O.Şireesha, Member ICC
3. Ms.S.Hushmitha, Member ICC
4. O.Mounika, Member ICC
5. S.Roshini, Member ICC
6. S.Mobina, Member ICC
7. G.Geetha, Student Member ICC
8. M.Archana, Student Member ICC
9. R.Manogna Devi, Student Member ICC
10. B.Mokshitha, Student Member ICC
11. P.Abhinaya, Student Member ICC

The meeting commenced at 11:00PM with all above mentioned members joining in an off line meet. All the members introduced themselves.

Ms P. Sravanthi chairperson ICC welcomed the committee members to the meeting.


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Points on the Agenda and resolutions taken

Point 1: Review of minutes of meeting conducted on 21-03-2025 & Action taken report.

The chair person read out the salient points in the minutes of meeting conducted on 21-03-25 and gave the action taken report.

All members took note of the same.

Point 2: To orient students and staff on institutional rules, policies and support services.

O.Sireesha and S.Hushmitha, members of ICC passionately explained the importance of our institution that it operates under a set of guidelines to maintain order, fairness, and compliance. The Academic Integrity Policy ensures honest scholarship by prohibiting plagiarism, cheating, or unauthorized collaboration, requiring all work to be original and sources to be cited properly; violations, handled by the Academic Affairs Office, can result in warnings, grade reductions, or expulsion, with anonymous reporting available via an online portal. The Code of Conduct promotes respectful behavior and a harassment-free campus, banning discrimination based on race, gender, religion, or disability, and enforcing zero tolerance for bullying, violence, or substance abuse through mandatory incident reporting; the Student Affairs Office manages enforcement, with potential disciplinary actions including suspension. Technology and Data Policies protect institutional resources and personal data by monitoring IT system use, forbidding unauthorized access or sharing of sensitive information,; the IT Security Team oversees this, and breaches may lead to account suspension or legal action.

Finally, O.Mounica and S.Roshini spoke about Health and Safety Protocols in our college which prioritizes physical and mental well-being, mandating participation in fire safety drills, immediate hazard reporting, adherence to vaccination or screening requirements, and no smoking in designated areas; Facilities and Health Services collaborate on enforcement, with non-compliance possibly involving fines or restricted access.

Point 3: To educate students about their rights and responsibilities regarding gender sensitization and harassment policies and ICC procedures

Mrs.G.Geetha educated the students at SITS that , it is essential to understand your rights and responsibilities in fostering a respectful and inclusive environment, particularly through gender sensitization and harassment policies. You have the right to a safe campus free from gender-based discrimination, harassment, or violence, including access to confidential reporting mechanisms and support services without fear of retaliation, while your responsibilities include actively participating in gender sensitization workshops to promote awareness, empathy, and equality, and respecting diverse identities by avoiding biased language or behavior. Mrs.S.Mobina has explained about our college Harassment policies outline clear definitions of misconduct, such as sexual harassment, bullying, or unwelcome advances, and emphasize zero tolerance, with mandatory training and awareness campaigns to educate the community. The Internal Complaints Committee (ICC) procedures provide a structured process for filing complaints, including anonymous options, impartial investigations, and timely resolutions, ensuring fair hearings and protective measures for complainants; students are encouraged to


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report incidents promptly to the ICC chairman/Members, and to cooperate fully during inquiries to uphold accountability and maintain a supportive academic atmosphere. By embracing these principles, you contribute to a culture of dignity and mutual respect for all.

Point 4: Any other points with the permission of the chair

Ms.P.Sravanthi finally commented on the amendment of Internal Complaints Committee to Internal Committee (Ref: The Sexual Harassment of women at work Place (Prevention, Prohibition and Redressal) Act, 2013; Ammendments as notified in the Gazette). It is therefore resolved that, in line with the amendment, the committee will, henceforth, be formally addressed, as the internal Committee. She also added that this is a statutory body addressing complaints/sexual harassment faced by women only as stated in the UGC guidelines. It is resolved that the Internal complaints Committee be officially addressed as the Internal Committee Chairperson ICC replied that this was statutory compliance and was complied with every year.



ICC Presiding Officer



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INTERNAL COMPLAINT COMMITTEE REPORT

Meeting Attendance

Subject: Meeting of ICC Members

Meeting held on: 05/09/2025

Time : 11:00PM

Venue: Principal's Office

S.No.	Name of the staff	Designation/Department	Signature
1.	P. Seavanthi	Asst Professor	
2.	O. Sireesha	Asst Professor	
3.	S. Hushmitra	Asst. Professor	
4.	O. Manika	Asst. professor	
5.	S. Roskin	Asst. prof	
6.	S. Mobina	Asst. Prof	
7.	G. Geetha	Asst Prof.	
8.	B. Archana	Student	B. Archana
9.	B. Mokshitha	Student	B Mokshitha
10.	P. Abhinaya	Student.	P. Abhinaya
11.	P. Manogna Devi	Student	

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