



# RAJIV GANDHI INSTITUTE OF MANAGEMENT & SCIENCE

(APPROVED BY AICTE, AFFILIATED TO JNTUK)

124, Thimmapuram Village, Achampeta, KAKINADA - 533 005.

Website : [www.rimsmba.org](http://www.rimsmba.org), E-mail : [office@rimsmba.org](mailto:office@rimsmba.org)

Date: 29-03-2024

## INTERNAL COMPLAINT COMMITTEE (ICC) ANNUAL REPORT A.Y. 2023-2024

Ensuring a safe and courteous environment for all members of the academic community is the responsibility of the Internal Complaint Committee (ICC). The ICC, which was made up of committed academics, support personnel, and student representatives, put up a lot of effort during the 2023–2024 academic year to handle and prevent sexual harassment incidents.

### Programs and Initiatives:

#### **Orientation Programmes:**

ICC orientation programmes focused on the institution's commitment to a harassment-free environment and were organized for incoming students and staff members. Also conducted seminars for faculty members on identifying and avoiding harassment.

#### **Training for ICC Members**

Facilitated training seminars for ICC members to improve their comprehension of the legal frameworks, protocols, and interpersonal abilities necessary for resolving complaints.






#### **Complaint Registration and Resolution**

Established a streamlined online complaint registration process to facilitate private and effective reporting. It was made sure that complaints were looked into and resolved quickly, with an emphasis on the complainants' rights.

### Conclusion

The ICC is still dedicated to promoting a courteous, inclusive, and safe atmosphere for learning and work. We achieved a great deal in the academic year 2023–2024 towards addressing no complaints.

The committee is made up of the following members:

S.No.	INTERNAL COMPLAINT COMMITTEE(ICC)	SIGNATURE
1	Dr. M. Venkat Rao - Chairperson	
2	Dr. K. Sanjay Kumar - Co-Chairperson	
3	Mr. K. Sashi Kiran - Member	
4	Mr. B.T. Swamy - Member	
5	Ms. B. Lalitha Kumari - Member	



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Ensuring a safe and courteous environment for all members of the academic community is the responsibility of the Internal Complaint Committee (ICC). The ICC, which was made up of

S.No.	Particulars	Information
1	Number of complaints of Sexual harassment received in the year	Nil
2	Number of orientation or training programmes carried out for the members of the ICC to deal with complaints	Nil
3	Number of complaints disposed of during the year	Nil
4	Number of cases pending for more than 90 days	Nil
5	Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment	1
6	Nature of action taken by the Technical Institution against the perpetrator	Nil

committed academics, support personnel, and student representatives, put up a lot of effort during the 2022-2023 academic year to handle and prevent sexual harassment incidents.

The committee is made up of the following members:

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Principal

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Date: 30-03-2022

## INTERNAL COMPLAINT COMMITTEE (ICC) ANNUAL REPORT A.Y. 2021-2022

The Institute subsequently established an Internal Complaints committee to investigate and decide cases pertaining to any sort of sexual harassment inflicted upon female workers or students. In order to achieve this, the institute has been on the lookout for cases of victimisation, abuse, and gender discrimination. It will also move quickly to rectify any concerns that may have breached the 2013 Act's provisions. The major goals are to make sure that no one is harassed and to create a friendly, accommodating workplace where staff, instructors, and students may collaborate without fear of intimidation or exploitation.

Date	Activity
28-12-2021	Meeting I
29-09-2022	Meeting II
24-01-2022	National Girl Child Day Celebration
08-03-2022	International Women's day Celebration

### **Meeting I**

The first meeting of the Internal Complaint Committee for the academic year 2021-22 is held on 27-12-2021 at 12.50 PM in the seminar hall.

### **Agenda:**

1. Formation of the Internal Complaints Committee (ICC) for the academic year 2021-22.
2. Review of the closing report of the academic year 2020-21.
3. Dissemination of information of Internal Complaints Committee to the Stakeholders.
4. Create awareness about gender equality.
5. Plan and carry out the programs for Gender sensitization
6. Any other matter with the permission of the Chair.

### **Formation of the Internal Complaints Committee (ICC) for the academic year 2021-22:**

Internal Complaints Committee (ICC) is reconstituted for the academic year 2021-22. To report any incident/inconveniences faced by female/staff can contact any of the committee members, the complaint drop box in the office premise will also helpful to register any such complaints.

### **Review of the Closing report of the academic year 2020-21:**

The Committee noted that there is no complaint of any type of harassment is received from any stakeholders for the academic year 2020-21. The committee members were happy with the endeavors taken to accomplish the same and chose to keep on to put in more effort to ensure a harassment-free environment for all those who are studying or working in the institute for the following year.

**Dissemination of information of Internal Complaint Committee to the students and employees:**

It was decided to upload the new committee members list with their contact numbers in the website, all notice boards, hostels and food court, so that all the students can easily access the details of the committee members in case of need. It is emphasized that in order to create awareness and continuous sensitization among the employees, it is essential to place posters defining sexual harassment at prominent places.

**Create awareness about gender equality:**

It is decided to send a circular to all HoD's and chief wardens asking them to maintain equal representations of male and female in all leadership, curricular and co-curricular activities in their respective departments to uphold gender equality. If there should arise an occurrence of any instances of lewd behavior detailed or noticed, the departments immediately report to the committee member for further action.

**Plan and carry out the program for Gender sensitization:**

The committee member decided to organize an awareness talk on gender sensitization, what are the women rights and a workshop on self – defense technique. It is decided to celebrate international women's day.

**Any other matter with the permission of the Chair:**

Suggestion/complaint drop box must be placed in the office premises. It is decided that Mrs. Bindu will be in charge of checking the suggestion/complaint drop box once in a month and report to the committee if any suggestions/complaints found.

**Meeting II:**

The Second meeting of the Internal Complaint Committee for the Academic year 2021-22 is held on 11-09-2022 at 12.50 PM in the seminar hall.

**Agenda:**

1. Review of activities conducted
2. Any complaints registered.
3. Any other matter with the permission of the Chair.

**Review of activities conducted:**

A talk on "Women Empowerment and Gender Equality" was conducted on 24th January 2022 on account of "National Girl Child Day Celebration" by Dr.D. Lakshmi, Faculty in Management studies, BABA institute of management, Visakhapatnam. A talk on "Women Rights" was conducted on 8th March 2022 on account of the "International Women's Day Celebration". The resource person is Dr. Vasantha. advocate, Kakinada

**Any complaints registered:**

There were no cases reported for the academic year 2021-22. The committee members expressed their satisfaction and decided to continue to put in more effort to ensure harassment – free environment for all the stakeholders.

**Any other matter with the permission of the Chair:**

The committee decided to conduct more events on gender sensitization, women empowerment and self- defense techniques for the next academic year. As per the suggestions from the committee, it is decided to held awareness program and also to introduce the Internal Complaints Committee members to the admitted for the academic year 2022-23.

Date	Activity	Speaker
24-01-2022	National Girl Child Day Celebration	Dr.D. Lakshmi, Faculty in Management studies, BABA institute of management, Visakhapatnam.
08-03-2022	International Women’s day Celebration	Dr. Vasantha. advocate, Kakinada.

**National Girl Child Day Celebration**

Communities and countries and ultimately the world are only as strong as the health of their women - Michelle Obama, with the theme of national Girl Child Day 2022, we have organized awareness talk on **“Women Empowerment and Gender Equality-The need of the hour”**. Mrs. Dr. D. Lakshmi in her virtual talk emphasized that Women’s empowerment equips and allows women to make life-determining decisions through the different problems in society. They may have the opportunity to redefine gender roles or other such roles, which in turn may allow them more freedom to pursue desired goals.

She also explained Gender equality is when people of all genders have equal rights, responsibilities and opportunities. Everyone is affected by gender inequality - women, men, transgender diverse people, children and families.




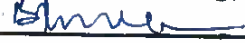

She also indicated that the world is changing rapidly and this change has opened doors for women to fully participate in social, economic and political life. The talk was attended by both faculty and students.

**International Women’s Day Celebration**

“International Women’s Day is commemorated in a variety of ways worldwide; The 2022 UN theme for International Women’s Day is **“Gender equality today for a sustainable tomorrow”**. We in RIMS,Kakinda celebrated International Women’s Day in a meaningful way. We have organized a cognizance talk on **“Importance of Gender equality and sensitization”**.

Dr. Vasantha in her talk one fundamental need for a person’s appropriate growth, according to her discourse, is gender sensitization. An individual might not be able to understand the other gender and, in extreme situations, even themselves if they are not sensitive to the needs of that specific gender. Across the globe and throughout all eras of human life, there has always been a sense of need and need for this sensitivity. The speaker also discussed the amazing contributions that women make to society as inspirations and influences. In addition, she discussed the precise way in which women manage their personal and professional lives and stressed the significance of women’s rights, which enable women to pursue higher education

and gain financial independence. Their independence is a crucial quality for all women worldwide. We all need to ensure that women's rights are upheld worldwide, for this reason. Raising our voices is crucial, as she pointed out. The problems that women experience on a daily basis need to be brought to light. Utilize your social media accounts to start discussions or to correct misinformation.

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Date: 05-04-2021.

## CONSTITUTION OF INTERNAL COMMITTEE


Appointment of Internal Committee (IC) (As per Section 4 All India Council for Technical Education, Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No.AICTE/WH/2016/01. Dated 10th June 20) in the Rajiv Gandhi institute of management and science, Kakinada.

The following are appointed as members in IC.

S.No.	NAME	DESIGNATION	APPOINTED AS
1	Dr. M. Venkat Rao	Principal	Chairperson
2	Dr. K. Sanjay Kumar	Assoc. Professor	Co-Chairperson
3	Mr. Y.C. Shekar	Assoc. Professor	Member
4	Mr. M. Sirisha	Asst. Professor	Member
5	Ms. N.V. Bindu	Asst. Professor	Member
6	Mr. S. Ramarao	Non-Teaching	Member
7	Mr. V. Naveen	Non-Teaching	Member
8	Mr. K. Lokesh kumar	Non-Teaching	Member
9	Mr. S.R. Sudheer	Non-Teaching	Member

### Functions of the committee:

- To make officials of the college responsive, accountable and courteous in dealing with the students.
- To ensure effective solution to students' grievances with an impartial and fair approach
- The function of the cell is to look into complaints lodged by any student and judge its merit
- The cell is also empowered to look into matters of harassment
- In case the person is unwilling to appear in self, grievance may be dropped in writing at the letter box/suggestion box kept in each department. The grievances may also be sent through email to principal or to ombudsman.

  
HEAD OF THE INSTITUTION  
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