

Counselling Code : MTEC

Estd : 1999

JNTUH College Code : 86



MOTHER THERESA COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E, New Delhi & Affiliated to J.N.T.U Hyderabad)

P.P.Colony (Po.), Peddabonkuru (Vill), PEDDAPALLI (Mdl. & Dist.) - 505174, Telangana State.

Website : www.mtec86.ac.in E-mail: mtec.86@gmail.com Contact : +91 9849472523, +91 9542709545, +91 9989959556.

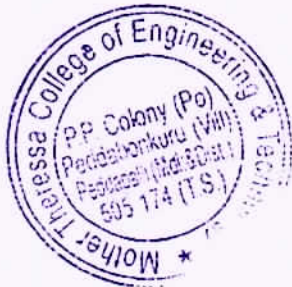
MT CET/OFFICE ORDER/AY:2022-23

OFFICE ORDER

INTERNAL COMPLAINTS COMMITTEE

The College Internal Complaints Committee met in the chamber of the Head of the Institution on 06-09-2022 and constituted the members of Internal Complaints Committee for the Academic year 2022-2023 as follows.

S.No	Name	Designation	Position
i	A.Navatha	Director	Chairman
2	Dr.Y.Venteshwarlu	Principal	Member
3	B.Padma	Asst.Professor	Member
4	T.Savitha	Asst.Professor	Member
5	Rajyalaxmi	Asst.Professor	Member
6	Swathi	Asst.Professor	Member
7	Shabana Begum	Asst.Professor	Member
8	A.Navya	Asst.Professor	Member
9	K.Srilaxmi	Asst.Professor	Member
10	Rekha	Student	Member
ii	Shyamala	Student	Member



Y. Venkatesh

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PRINCIPAL

MOTHER THERESA

College of Engineering & Technology

PEDDAPALLI-505 174

Y. Venkatesh

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AGENDA

Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) has been constituted in the college for the sexual harassment of women at the workplace (prevention, prohibition, and redressal) and University of Mumbai Circular No CONCOL/24/ of 2014-15 dated 12/11/2014. ICC is headed by a senior female faculty of the institute. ICC meets on a need basis to address any complaints from students, teaching and nonteaching members and takes necessary action. The College has a zero-tolerance policy towards any such transgression. The college is committed to providing a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and render sensitivity. Posters are displayed at strategic places within the campus to communicate the philosophy of institute in such matters.

Mother Theresa College of Engineering and Technology (MTEC) is a coeducational institution providing equal opportunities to all. Men and women work together in a congenial atmosphere, however if there are any complaints involving physical contacts or advances, demand for sexual favours, sexually tainted remarks, and any unwelcome physical, verbal or nonverbal expressions of a sexual nature; it is addressed and appropriate action is taken. This cell aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

Why ICC?

It is formed according to the provisions of the POSH ACT-Sexual Harassment of Women at Workplace Act of 2013, 9th December 2013. (Prevention, Prohibition and Redressal). It is also mentioned in University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015- 2nd May 2016.

What is ICC?

The POSH Act demanded an ICC be made at all workplaces for the redressal of sexual harassment cases.



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Vision-Mission of ICC:

The key aspects of the ICC's vision include:

- **Prevention:** The ICC's primary goal is to foster a culture of respect and equality, where all employees are aware of their rights and responsibilities. The committee works proactively to prevent incidents of harassment and discrimination through training, awareness campaigns, and promoting a zero-tolerance policy towards such behaviours.
- **Safety and Trust:** The ICC aims to create a safe space for employees to come forward and report any incidents of harassment or discrimination. Employees should feel confident that their complaints will be handled confidentially, impartially, and without any fear of retaliation.
- **Fair and Transparent Process:** The ICC ensures that every complaint is thoroughly and fairly investigated, following a transparent process that respects the principles of natural justice. All parties involved are treated with dignity and given an opportunity to be heard.
- **Prompt Resolution:** The ICC is committed to timely resolution of complaints, aiming to minimize the impact on the individuals involved and the overall work environment. The committee strives to address complaints promptly and effectively.
- **Continuous Improvement:** The ICC constantly reviews its processes and procedures to enhance its effectiveness and responsiveness. It learns from past cases and feedback to improve its handling of future incidents and create a safer workplace.
- **Collaboration:** The ICC collaborates with other departments within the organization, such as HR, legal, and senior management, to ensure a coordinated approach towards preventing and addressing workplace harassment.
- **Empowerment and Awareness:** The ICC empowers employees by educating them about their rights and encouraging them to report any incidents they witness or experience. By increasing awareness, the committee helps in building a workplace that is respectful and free from harassment.

Functions of ICC :

- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees
- To conduct periodical programmes on women empowerment.
- To provide conducive environment and congenial atmosphere for women.



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Objectives of ICC:

The primary goals of the ICC include:

- Providing a Safe Reporting Mechanism by Preventing Harassment and Discrimination
- Promptly Addressing Complaints
- Ensuring Fair and Impartial Investigations
- Protecting the Rights of Complainants and Respondents
- Implementing Remedial Actions
- Advocating for a Respectful Workplace Culture
- Monitoring and Reviewing Policies
- Reporting to Management.

Who can approach ICC?


Any *aggrieved woman* who has suffered harassment at workplace can approach ICC.


Aggrieved woman includes :

- a. Woman who is an employee, or
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Note: A legal heir or a person prescribed can make a complaint on behalf of the woman, if the aggrieved is unable to do so on account of physical, mental capacity or death.




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MTCET/OFFICE ORDER/2021

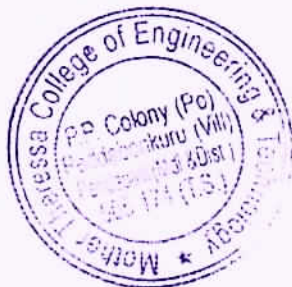
Academicyear: 2021-22

OFFICE ORDER


INTERNAL COMPLAINTS COMMITTEE

The College Internal Complaints Committee met in the chamber of the Head of the Institution on 10-08-2021 and constituted the members of Internal Complaints Committee for the Academic year 2021-2022 as follows.

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1	A.Navatha	Director	Chairman
2	Dr.Venkateshwarlu	Principal	Member
3	B.Padma	Asst.Professor	Member
4	K.Srilaxmi	Asst.Professor	Member
5	G.Y.Ramya	Asst.Professor	Member
6	Shabana Begum	Asst.Professor	Member
7	T.Savitha	Asst Professor	Member
8	R.Rajitha	Asst Professor	Member
9	Manogna	Student	Member
10	Avanthi	Student	Member




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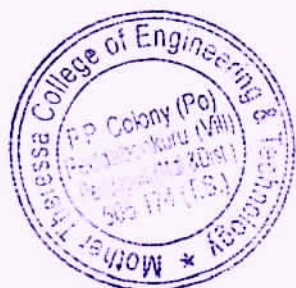
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Functions of ICC :

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- To provide conducive environment and congenial atmosphere for women.

Objectives of ICC:

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MTCET/OFFICE ORDER/AY:2020-2021

OFFICE ORDER

INTERNAL COMPLAINTS COMMITTEE

The College Internal Complaints Committee met in the chamber of the Head of the Institution on 05-02-2020 and constituted the members of Internal Complaints Committee for the Academic year 2020-2021 as follows.

S.No	Name	Designation	Position
1	A.Navatha	Director	Chairman
2	Dr.Y.Venkateshwarlu	Principal	Member
3	B.Padma	Asst.Professor	Member
4	A.Navya	Asst.Professor	Member
5	A.Malavya	Asst.Professor	Member
6	V.S.Swathi	Asst.Professor	Member
7	B.Soundarya	Asst.Professor	Member
8	K.Srilaxmi	Asst.Professor	Member
9	Varsha	Student	Member
10	Simran	Student	Member



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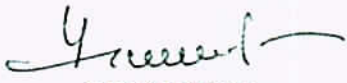
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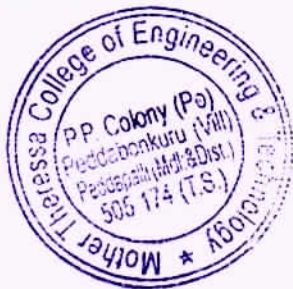
MTCET/OFFICE ORDER/AY:2019-20


OFFICE ORDER

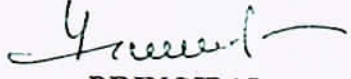
INTERNAL COMPLAINS COMMITTEE

The College Internal Complains Committee met in the chamber of the Head of the Institution on 05-09-2019 and constituted the members of Internal Complains Committee for the Academic year 2019-2020 as follows.

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1	A.Navatha	Director	Chairman
2	Dr. Y. Venkateshwarlu	Principal	Member
3	B.Padma	Asst.Professor	Member
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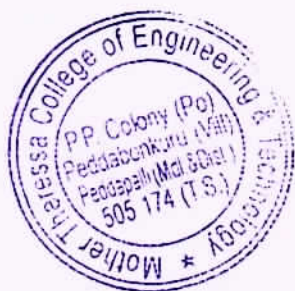
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MTEC/OFFICE ORDER/AY:2018-2019

Date:06-09-2018.

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Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) has been constituted in the college for the sexual harassment of women at the workplace (prevention, prohibition, and redressal) and University of Mumbai Circular No CONCOL/24/ of 2014-15 dated 12/11/2014. ICC is headed by a senior female faculty of the institute. ICC meets on a need basis to address any complaints from students, teaching and nonteaching members and takes necessary action. The College has a zero-tolerance policy towards any such transgression. The college is committed to providing a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and render sensitivity. Posters are displayed at strategic places within the campus to communicate the philosophy of institute in such matters.

Mother Theresa College of Engineering and Technology (MTEC) is a coeducational institution providing equal opportunities to all. Men and women work together in a congenial atmosphere, however if there are any complaints involving physical contacts or advances, demand for sexual favours, sexually tainted remarks, and any unwelcome physical, verbal or nonverbal expressions of a sexual nature; it is addressed and appropriate action is taken. This cell aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

Why ICC?

It is formed according to the provisions of the POSH ACT-Sexual Harassment of Women at Workplace Act of 2013, 9th December 2013. (Prevention, Prohibition and Redressal). It is also mentioned in University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015- 2nd May 2016.

What is ICC?

The POSH Act demanded an ICC be made at all workplaces for the redressal of sexual harassment cases.



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Vision-Mission of ICC:

The key aspects of the ICC's vision include:

- **Prevention:** The ICC's primary goal is to foster a culture of respect and equality, where all employees are aware of their rights and responsibilities. The committee works proactively to prevent incidents of harassment and discrimination through training, awareness campaigns, and promoting a zero-tolerance policy towards such behaviours.
- **Safety and Trust:** The ICC aims to create a safe space for employees to come forward and report any incidents of harassment or discrimination. Employees should feel confident that their complaints will be handled confidentially, impartially, and without any fear of retaliation.
- **Fair and Transparent Process:** The ICC ensures that every complaint is thoroughly and fairly investigated, following a transparent process that respects the principles of natural justice. All parties involved are treated with dignity and given an opportunity to be heard.
- **Prompt Resolution:** The ICC is committed to timely resolution of complaints, aiming to minimize the impact on the individuals involved and the overall work environment. The committee strives to address complaints promptly and effectively.
- **Continuous Improvement:** The ICC constantly reviews its processes and procedures to enhance its effectiveness and responsiveness. It learns from past cases and feedback to improve its handling of future incidents and create a safer workplace.
- **Collaboration:** The ICC collaborates with other departments within the organization, such as HR, legal, and senior management, to ensure a coordinated approach towards preventing and addressing workplace harassment.
- **Empowerment and Awareness:** The ICC empowers employees by educating them about their rights and encouraging them to report any incidents they witness or experience. By increasing awareness, the committee helps in building a workplace that is respectful and free from harassment.

Functions of ICC :

- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees
- To conduct periodical programmes on women empowerment.
- To provide conducive environment and congenial atmosphere for women.



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Objectives of ICC:

The primary goals of the ICC include:

- Providing a Safe Reporting Mechanism by Preventing Harassment and Discrimination
- Promptly Addressing Complaints
- Ensuring Fair and Impartial Investigations
- Protecting the Rights of Complainants and Respondents
- Implementing Remedial Actions
- Advocating for a Respectful Workplace Culture
- Monitoring and Reviewing Policies
- Reporting to Management.

Who can approach ICC?


Any *aggrieved woman* who has suffered harassment at workplace can approach ICC.


Aggrieved woman includes :

- a. Woman who is an employee, or
- b. Someone visiting workplace, or
- c. Student

Note: A legal heir or a person prescribed can make a complaint on behalf of the woman, if the aggrieved is unable to do so on account of physical, mental capacity or death.




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