



VIGNAN'S LARA

INSTITUTE OF TECHNOLOGY & SCIENCE

(AUTONOMOUS)

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada

Accredited by NAAC 'A+' and NBA | ISO 9001 : 2015

Vadlamudi - 522 213, Guntur District

VLITS/PO/ICC/2024-2025/1

Date: 13-07-2024

OFFICE PROCEEDINGS

Sub: Constitution of Internal Complaint Committee – Regarding.

The Internal Complaint Committee of Vignan's Lara Institute of Technology & Science is Constituted with the following Composition

S.No	Name of the faculty	Designation	Position
1	Dr.Ch.BAnnapurna Devi	Professor-BS&H	ICC-Chairman
2	Dr.M.Divya	Assoc.Prof-EEE	Member
3	Mrs.M.Revathi	Asst.Prof- ECE	Member
4	Ms.D.R.Mahima	Asst.Prof-IT	Member
5	Mrs P.PadminiRani	Asst.Prof- CSE	Member
6	Dr B Venu	Assoc Prof-MECH	Member
7	Ms Alle Sreeja	22FE1A1202	Student-IT
8	Ms Illa Devi Harshitha	22FE1A0448	Student- ECE

PRINCIPAL

Copy to: All HoD's, Office and committee members

Dr. K. Phaneendra Kumar

M.Tech;Ph.D.,

PRINCIPAL

Vignan's Lara Institute of Technology & Science
VADLAMUDI-522 213, Guntur, A.P., India



VIGNAN'S LARA
INSTITUTE OF TECHNOLOGY & SCIENCE
(AUTONOMOUS)

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada
Accredited by NAAC 'A++' and NBA | ISO 9001 : 2015
Vadlamudi - 522 213, Guntur District

VLITS/ICC/2024-25/CIR/2

Date: 15-02-2025

CIRCULAR

This is to inform all the members of Internal Complaints Committee that, there will be a meeting of all office bearers on 17th February, 2025 at 3.30 pm in Principal's chamber to discuss and finalize the plan of action of ICC for the coming semester.

(hu)
PRINCIPAL

Copy to: All HoD's, Office and committee members

Dr. K. Phaneendra Kurnai
M.Tech;Ph.D.,
PRINCIPAL
Vignan's Lara Institute of Technology & Science
VADLAMUDI-522 213, Guntur, A.P., India



VIGNAN'S LARA

INSTITUTE OF TECHNOLOGY & SCIENCE

(AUTONOMOUS)

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada
Accredited by NAAC 'A+' and NBA | ISO 9001 : 2015
Vadlamudi - 522 213, Guntur District

VLITS/ICC/MoM/2024-25/2

Date: 17-02-2025

Minutes of the Meeting

Welcome note by Chairman of the committee completed and discuss various plan of actions

1. The committee reviewed the progress of awareness programs conducted during the first semester and discussed feedback received from students and staff to improve future initiatives.
2. It was agreed to schedule additional training sessions focused on bystander intervention and supporting victims of harassment to strengthen campus support systems.
3. The committee planned to update the complaint redressal mechanism by streamlining response times and ensuring confidentiality, aiming to build greater trust among the college community.

S.No	Name of the faculty	Designation	Position	Signature
1	Dr.Ch.BAnnapurna Devi	Professor-BS&H	ICC-Chairman	
2	Dr.M.Divya	Assoc.Prof-EEE	Member	
3	Mrs.M.Revathi	Asst.Prof- ECE	Member	
4	Ms.D.R.Mahima	Asst.Prof-IT	Member	
5	Mrs P.PadminiRani	Asst.Prof- CSE	Member	
6	Dr B Venu	Assoc Prof-MECH	Member	
7	Ms Alle Sreeja	22FE1A1202	Student-IT	
8	Ms Illa Devi Harshitha	22FE1A0448	Student- ECE	

PRINCIPAL

Dr. K. Phaneendra Kumar
M.Tech;Ph.D.,
PRINCIPAL

Vignan's Lara Institute of Technology & Science
VADLAMUDI-522 213, Guntur, A.P., India



VIGNAN'S LARA
INSTITUTE OF TECHNOLOGY & SCIENCE
(AUTONOMOUS)

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada
Accredited by NAAC 'A+' and NBA | ISO 9001 : 2015
Vadlamudi - 522 213, Guntur District

19-03-2025

ACTION TAKEN REPORT

VLITS/ICC/MoM/2024-25/2: dated: 17-02-2025

1. A review of the first semester's awareness programs was completed, incorporating feedback from students and staff to enhance the effectiveness of upcoming initiatives.
2. Additional training sessions on bystander intervention and victim support were organized, helping to empower the campus community to respond proactively to harassment issues.
3. The complaint redressal process was refined by setting clear response timelines and reinforcing confidentiality protocols, thereby increasing trust and accessibility for all stakeholders.

PRINCIPAL

Dr. K. Phaneendra Kumari
M.Tech;Ph.D.,
PRINCIPAL
Vignan's Lara Institute of Technology & Science
VADLAMUDI-522213, Guntur, A.P., India



VIGNAN'S LARA
INSTITUTE OF TECHNOLOGY & SCIENCE
(AUTONOMOUS)

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada
Accredited by NAAC 'A+' and NBA | ISO 9001 : 2015
Vadlamudi - 522 213, Guntur District

VLITS/ICC/2024-25/CIR/1

Date: 06-08-2024

CIRCULAR

This is to inform all the members of Internal Complaint Committee that, there will be a meeting of all office bearers on 9th August, 2024 at 3:.30 pm in New Block Seminar Hall to discuss and finalize the plan of action of ICC for the coming semester.

PRINCIPAL

Copy to: All HoD's, Office and committee members

Dr. K. Phaneendra Kumar
M. Tech; Ph.D.,

PRINCIPAL

Vignan's Lara Institute of Technology & Science
VADLAMUDI-522 213, Guntur, A.P., India



VIGNAN'S LARA

INSTITUTE OF TECHNOLOGY & SCIENCE

(AUTONOMOUS)

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada
Accredited by NAAC 'A+' and NBA | ISO 9001 : 2015
Vadlamudi - 522 213, Guntur District

VLITS/ICC/MoM/2024-25/1

Date: 09-08-2024

Minutes of the Meeting

Welcome note by Chairman of the committee completed and discussed various plans of action

1. The committee reviewed existing awareness measures on gender sensitization and discussed strategies to further promote a safe, inclusive, and respectful environment on campus.
2. It was decided to organize workshops and interactive sessions for students and staff to educate them about the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
3. The committee resolved to ensure that ICC contact details and complaint procedures are visibly displayed on notice boards and the college website for easy access and transparency.

S.No	Name of the faculty	Designation	Position	Signature
1	Dr.Ch.BAnnapurna Devi	Professor-BS&H	ICC-Chairman	
2	Dr.M.Divya	Assoc.Prof-EEE	Member	
3	Mrs.M.Revathi	Asst.Prof- ECE	Member	
4	Ms.D.R.Mahima	Asst.Prof-IT	Member	
5	Mrs P.PadminiRani	Asst.Prof- CSE	Member	
6	Dr B Venu	Assoc Prof-MECH	Member	
7	Ms Alle Sreeja	22FE1A1202	Student-IT	
8	Ms Illa Devi Harshitha	22FE1A0448	Student- ECE	

PRINCIPAL

Dr. K. Phaneendra Kumar
M.Tech;Ph.D.,
PRINCIPAL
Vignan's Lara Institute of Technology & Science
VADLAMUDI-522 213, Guntur, A.P., India



VIGNAN'S LARA
INSTITUTE OF TECHNOLOGY & SCIENCE
(AUTONOMOUS)

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada
Accredited by NAAC 'A+' and NBA | ISO 9001 : 2015
Vadlamudi - 522 213, Guntur District

21-11-2024

ACTION TAKEN REPORT

Ref:VLITS/ICC/MoM/2024-25/1: dated: 09-08-2024

1. Awareness campaigns on gender sensitization were conducted through posters and campus-wide communications, reinforcing the commitment to a safe and respectful environment for all.
2. Workshops and interactive sessions were successfully held for both students and staff, providing detailed information on the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
3. ICC contact information and complaint procedures were prominently displayed on notice boards across the campus and updated on the college official groups to ensure easy accessibility and transparency.

PRINCIPAL

Dr. K. Phaneendra Kumar

M.Tech;Ph.D.,

PRINCIPAL

Vignan's Lara Institute of Technology & Science
VADLAMUDI-522213, Guntur, A.P., India