

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, HYDERABAD

INTERNAL COMPLAINTS COMMITTEE

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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:—

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(No. 14 OF 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:---

CHAPTER I

PRELIMINARY

Short title,
extent and
commencement

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Definitions.

2. In this Act, unless the context otherwise requires,---

(a) "aggrieved woman" means---

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) "appropriate Government" means---

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly---

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means an officer notified under section 5;

(e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means---

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation.— For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4;

(i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) “workplace” includes —

(i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

Prevention of sexual harassment.

3. (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:—

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

Constitution of Internal Complaints Committee.

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:—

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee,---

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

Notification of District Officer.

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the "Local Complaints Committee" to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

Constitution and jurisdiction of Local Complaints Committee

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:--

Composition, tenure and other terms and conditions of Local Complaints Committee

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the Local Complaints Committee ---

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

Grants and
audit.

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

Complaint of
sexual
harassment

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Conciliation

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable:

Inquiry into complaint

45 of 1860.

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

45 of 1860.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

5 of 1908

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents; and
- (c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to—

Action during pendency of inquiry

- (a) transfer the aggrieved woman or the respondent to any other workplace; or

- (b) grant leave to the aggrieved woman up to a period of three months; or
 (c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Inquiry report.

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be---

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

14. (1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

Punishment
for false or
malicious
complaint and
false evidence

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to --

Determination of compensation.

(a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;

(b) the loss in the career opportunity due to the incident of sexual harassment;

(c) medical expenses incurred by the victim for physical or psychiatric treatment;

(d) the income and financial status of the respondent;

(e) feasibility of such payment in lump sum or in instalments.

22 of 2005

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Prohibition of publication or making known contents of complaint and inquiry proceedings.

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Penalty for publication or making known contents of complaint and inquiry proceedings

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

Appeal

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Every employer shall --

Duties of employer.

(a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;

(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force; 45 of 1860.

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place; 45 of 1860.

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

Duties and powers of District Officer.

20. The District Officer shall,--

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

Committee to submit annual report

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

Employer to include information in annual report

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

Appropriate Government to monitor implementation and maintain data

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

Appropriate Government to take measures to publicise the Act

24. The appropriate Government may, subject to the availability of financial and other resources,--

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace,

(b) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,---

Power to call for information and inspection of records

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. (1) Where the employer fails to---

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

Penalty for non-compliance with provisions of Act.

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to---

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

Cognizance of offence by courts

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

Act not in derogation of any other law.

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

Power of appropriate Government to make rules.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:--

(a) the fees or allowances to be paid to the Members under sub-section (1) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (1) of section 7;

- (d) the person who may make complaint under sub-section (2) of section 9;
- (e) the manner of inquiry under sub-section (1) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section (1) of section 18;
- (l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Power to
remove
difficulties.

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

P.K. MALHOTRA,
Secy. to the Govt. of India.

CORRIGENDA

THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012

(2 of 2013)

At page 18, in line 2, for "Arts", read "Art".

At page 21, in line 14, for "Protection", read "(Protection)".

CORRIGENDUM

THE UNLAWFUL ACTIVITIES (PREVENTION) AMENDMENT ACT, 2012
(3 of 2013)

At page 6, in line 22, *for* "clause", *read* "clause".

CORRIGENDUM

THE BANKING LAWS (AMENDMENT) ACT, 2012
(4 of 2013)

At page 8, in line 29, *for* 'sections 30', *read* 'section 30',.

CORRIGENDUM

THE APPROPRIATION ACT, 2013
(9 of 2013)

At page 1, in the marginal heading to section 2, *for* "4715,54,00,000",
read "49715,54,00,000".

INTERNAL COMPLAINTS COMMITTEE

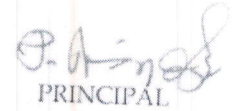
In accordance with the Provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, the Internal Complaints Committee of CBIT, Gandipet, Ranga Reddy District, is constituted with the following composition:

- | | | |
|----|---|--------------|
| 1. | Prof. K. Shyamala, Prof. & Head, Dept. of CSE | Chairperson |
| 2. | Prof. N. V. Koteswara Rao, Director-Academics | Member |
| 3. | Prof. Suresh Pabboju, Prof. & Head, Dept. of IT | Member |
| 4. | Prof. Y. Rama Devi, Prof., Dept. of CSE | Co-ordinator |
| 5. | Prof. K. Krishnaveni, Director - Students Progression | Member |
| 6. | Dr. A. Sandhya Reddy, Head, Dept. of English | Member |
| 7. | Dr. B. V. S. Rao, Asst. Prof., Dept. of Mech. Engg. | Member |
| 8. | Dr. D. Jaya Sree, Kakatiya Foundation, NGO | Member |
| 9. | Ms. Anne Violet, HR | Co-ordinator |

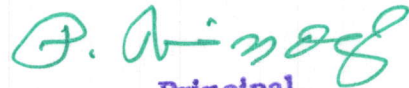
The following persons will also be included as Members of the Committee in case the Victim or alleged perpetrator is a Student :

- | | | |
|----|---|--------|
| 1. | Dr. C. Srikanth Reddy, Chief Warden & Librarian | Member |
| 2. | Students General Secretary | Member |

The Roles & Responsibilities of the Committee and Scope are enclosed in a separate sheet.


PRINCIPAL

To
All the above individuals for information & necessary action.


Principal
Chaitanya Bharathi Institute of Technology
(Autonomous)
Gandipet, Hyderabad-500 075.

THE ROLE OF THE COMMITTEE:

- To act as Inquiry Authority on a complaint of Sexual Harassment.
- To ensure that Victims and Witnesses are not victimized or discriminated because of their complaint.
- To take proactive measures towards sensitization of Staff, Students and Faculty Members of Chaitanya Bharathi Institute of Technology on Gender issues.
- To discharge any other functions as per the Act.

WOMEN AT WORK PLACE: WORKING WITHOUT HARASSMENT:

The Supreme Court has defined 'Sexual Harassment' to include:

- Physical contact and advances
- A demand or request for sexual favors
- Sexually colored remarks
- Showing pornography
- Any other unwelcome Physical, Verbal or Non-Verbal conduct of Sexual Nature.

Often such behavior goes unpunished because of hesitation on the part of Women to report such behavior out of a sense of shame or fear. It is important for Women to protest against any behavior that they feel is unwanted and unacceptable. The Internal Complaints Committee at Chaitanya Bharathi Institute of Technology has been set up with the aim of providing Women an appropriate Complaint Mechanism against unwelcome Sexually determined behavior whether directly or by implication.

WHAT SHOULD YOU DO, IF YOU ARE SEXUALLY HARASSED?

- Do not feel ashamed. Tell the harasser very clearly that you find his behavior offensive.
- Do not ignore the harassment in the hope that it will stop on its own. Come forward and complain to the Internal Complaints Committee.
- Talk to somebody you trust about the harassment. It will not only give you strength but also help others in similar situations to come forward and complain.
- Keep a record of all incidents of Sexual Harassment. If you feel the need to Register a formal complaint later, this record will be helpful.

WHAT ACTION CAN BE TAKEN AGAINST THE OFFENDER ?

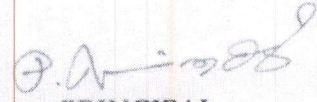
The Internal Complaints Committee is deemed to be an Inquiry Authority for the purpose of CCS(Conduct) Rules, 1964 and the Report of the Internal Complaints Committee is deemed to be an Inquiry Report under the Rules. Once it is proved that the offender has indulged in Sexual Harassment in the Work Place, appropriate Disciplinary Action would be taken against Him irrespective of the Status at CBIT, Hyderabad, (Staff, Faculty, Student). Where such conduct amounts to specific offense under the Indian Penal Code, a complaint will be made to the appropriate Authority for action in accordance with the Law. Care should be taken by the Committee to ensure that the Victims of Sexual Harassment and the Witnesses shall not be victimized while dealing with the complaint. The Victims also have the option to seek transfer of the Perpetrator or their own transfer.

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A) :: HYDERABD-75
No.CBIT/Admn./1004/2019 Dt.14.08.2019

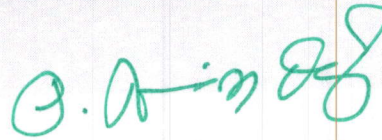
CIRCULAR

In accordance with the Provisions of Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013, an Internal Complaints Committee is constituted at CBIT. The Staff and Students are hereby informed that we, at CBIT strive to eliminate work-place Sexual Harassment since Women have the right to work in safe and secure environment.

The Internal Complaints Committee is active in the Institution and thus, we would like to inform the employees as well as students to bring to the notice of the Committee about any incidents related to the Sexual Harassment faced by Women within the Organisation. Anyone can also write-in complaints to icc@cbit.ac.in. The Constitution of the Internal Complaints Committee is enclosed herewith for information. A detailed Hand Book is available in the Library and soft copy of the same is available with all the Members of ICC and Heads of the Departments. We also bring to your notice that the ICC is registered in T-SHE Box : Sexual Harassment Electronic Box under Government of Telangana.


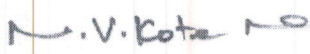


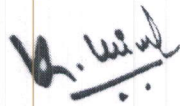
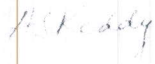

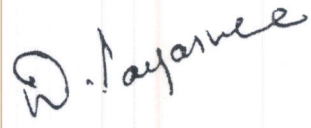

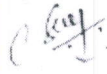
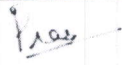

PRINCIPAL

To
All Heads of the Departments / Sections, for information and with a request to arrange
for circulation among all the Staff and Students.
All Directors, IQAC Co-ordinator, AO, IIR, CoE, I/c-AFC & PRO, for information & n/a.
All the Members of the Internal Complaints Committee, for information.



Principal
Chaitanya Bharathi Institute of Technology
(Autonomous)
Gandipet, Hyderabad-500 075.

Internal Complaints Committee Members, CBIT

Sno	Name	Signature
1	Prof. K. Shyamala	 (K. Shyamala)
2	Prof. N.V Koteswara Rao	
3	Prof. Suresh Pabboju	
4	Prof. Y. Rama Devi	 (Y. RAMA DEVI)
5	Prof . K. Krishnaveni	
6	Dr. A. Sandhya Reddy	
7	Dr. B.V. S. Rao	
8	Dr. D. Jaya Sree	
9	Ms. Anne Violet	
10	Dr. C. Srikanth Reddy	
11	Mrs. Vasepally Pratyusha Reddy	



CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY (A)
Kokapet(Village), Gandipet, Hyderabad, Telangana-500075. www.cbit.ac.in



COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

41
years

Minutes of the Meeting of Internal Complaints held on 11-08-2019

Members present

- | | |
|--|----------------------------|
| 1) Prof. Suresh Pabboju | -Member |
| 2) Prof. Y. Ramadevi | -Coordinator |
| 3) Prof K.Krishnaveni | -Member |
| 4) Prof. A. Sandhya Reddy | -Member |
| 5) Dr. C. Srikanth Reddy | -Member |
| 6) Dr. B. V. S. Rao, | -Member |
| 7) Ms. Anne violet | -Coordinator |
| 8) Mrs. Vasepally Pratyusha Reddy, EEE | -Student General Secretary |

Prof Suresh Pabboju welcomed the members of ICC present in the meeting.

Ms.Anne Violet, HR, has informed the CBIT is registered under T-SHE box under Government of Telangana.

Review about conducting workshops for students was discussed.

The chairperson thanked all the members for their active participation & suggestions.


Coordinator





CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY (A)
Kokapet(Village), Gandipet, Hyderabad, Telangana-500075 www.cbit.ac.in



COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

41
years

Minutes of the Meeting of Internal Complaints held on 15-09-2019

Members present

- | | |
|--|----------------------------|
| 1. Prof. N.V.Koteshwar Rao | - Member |
| 2. Prof. Suresh Pabboju | -Member |
| 3. Prof. Y. Ramadevi | -Coordinator |
| 4. Prof K.Krishnaveni | -Member |
| 5. Prof. A. Sandhya Reddy | -Member |
| 6. Dr. C. Srikanth Reddy | -Member |
| 7. Dr. B. V. S. Rao, | -Member |
| 8. Ms. Anne violet | -Coordinator |
| 9. Mrs. Vasepally Pratyusha Reddy, EEE | -Student General Secretary |

Prof. N.V.Koteshwar Rao welcomed the members of ICC present in the meeting. Review about conducting workshops for students was discussed. Since no Issues were reported the meeting was concluded. The chairperson thanked all the members.


Coordinator





CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY (A)
Kokapet(Village), Gandipet, Hyderabad, Telangana-500075. www.cbti.ac.in



COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

41
years

Minutes of the Meeting of Internal Complaints held on 05-11-2019

Members present

- | | |
|---------------------------|--------------|
| 1. Prof N.V.Koteswar Rao. | -Member |
| 2. Prof. Suresh Pabboju | -Member |
| 3. Prof. Y. Ramadevi | -Coordinator |
| 4. Prof K.Krishnaveni | -Member |
| 5. Prof. A. Sandhya Reddy | -Member |
| 6. Dr. C. Srikanth Reddy | -Member |
| 7. Dr. B. V. S. Rao | -Member |
| 8. Ms. Anne violet | -Coordinator |

Meeting was conducted based on mail was received by ICC.


Prof K. Krishnaveni chaired the meeting and welcomed the members

Prof. Y.Ramadevi informed about the complaint

With reference to the complaint received from Vanaja sunki (BE 4/4 ECE) on 5/11/2019, the ICC met on 5/11/2019 at 12.00 noon in Conference Hall. The chairperson (Prof. K. Shyamala) was informed on Phone about the issue and enquiry was conducted by the ICC Members from CBIT.

The committee called Vanaja, Anjaneya Prasad and Srinidhi for enquiry. After counselling them , the committee has decided to

1. Take letters narrating the happenings
2. Inform the parents of Vanaja and Anjaneya Prasad about the issue and to meet the committee.
3. Undertaking from Mr. Anjaneya Prasad about dire consequences hereafter.
4. Request Head, ECE Dept for allotting new supervisor/ project for Mr Anjaneya Prasad as the three above said are doing project under same supervisor.


(Dr.Y.Ramadevi)

Coordinator





CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY (A)

Kokapet(Village), Gandipet, Hyderabad, Telangana-500075. www.cbit.ac.in



COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

41
years

Minutes of the Meeting of Internal Complaints held on 08-12-2019

Members present

- | | |
|----------------------------|--------------|
| 1. Prof N.V.Koteshwar Rao. | -Member |
| 2. Prof. Suresh Pabboju | -Member |
| 3. Prof. Y. Ramadevi | -Coordinator |
| 4. Prof K.Krishnaveni | -Member |
| 5. Prof. A. Sandhya Reddy | -Member |
| 6. Dr. C. Srikanth Reddy | -Member |
| 7. Dr. B. V. S. Rao | -Member |
| 8. Ms. Anne violet | -Coordinator |

With reference to the complaint received from Vanaja sunki (BE 4/4 ECE) on 5/11/2019, the ICC met on 5/11/2019 at 12.00 noon in Conference Hall. The chairperson (Prof. K. Shyamala) was informed on Phone about the issue and enquiry was conducted by the ICC Members from CBIT.

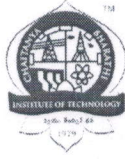
1. A meeting was held on 5/11/2019 at 12.00 in conference Hall .
S. Vanaja was called for discussions. She has given in writing about the harassment. They were friends in the First year, she has observed change in his behavior in VI Semester. She has complained to his mother. After receiving abusive messages , she was forced to complain to the Head of the Department and to ICC.
Mr. Anjaneya Prasad has committed in writing that in inebriated state with the instigation of his friends he had sent the abusive messages in the night.
Ms.Srinidhi , their friend has witnessed many altercations between vanaja and Anjaneya Prasad.
2. Letters were sent to Parents and witnesses on 26/11/2019 asking to appear before the Enquiry committee on 30/11/2019.
3. Ms. S. Vanaja and K.Anjaneya Prasad gave letter for withdrawal of Complaint on 29/11/2019
4. A meeting was held on 30/11/2019, as parents were not present , they were asked to come with Parents on 2/12/2019.

5. A meeting was held on 2/12/2019 at 2.30 PM . K. Sowbhagya (Mother of K. Anjaneya Prasad) and S.Pravanth (brother of S. Vanaja) were appraised about the issue. The committee asked S.Pravanth to bring an authorization letter from S. Ravinder Reddy for his representation.

Dr. Y. Ramadevi
(Dr. Y. Ramadevi)

Coordinator





CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY (A)
Kokapet(Village), Gandipet, Hyderabad, Telangana-500075. www.cbit.ac.in



COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

41
years

Minutes of the Meeting of Internal Complaints held on 011-1-2020

Members present

- | | |
|---------------------------|--------------|
| 1) Prof N.V.Koteswar Rao. | -Member |
| 2) Prof. Suresh Pabboju | -Member |
| 3) Prof. Y. Ramadevi | -Coordinator |
| 4) Prof K.Krishnaveni | -Member |
| 5) Prof. A. Sandhya Reddy | -Member |
| 6) Dr. C. Srikanth Reddy | -Member |
| 7) Dr. B. V. S. Rao | -Member |
| 8) Ms. Anne violet | -Coordinator |

1. With reference to the complaint lodged by Ms. S. Vanaja (160116735082) BE 4/4 ECE VII Semester on 5/11/2019, stating that she was harassed by K.Anjaneya Prasad(160116735091).
2. Ref: Minutes of meeting held on 9-12-2019


A meeting was held on 23/12/2019 at 2.00 PM .

- a. S.Ravinder Reddy father of S. Vanaja was informed about the incident.
- b. S. Ravinder Reddy, S. Vanaja, S. Pravanth and Anjaneya Prasad have informed the committee about the withdrawal of the complaint and parents will be responsible if any incident occurs.

Based on the withdrawal of complaint by S.Vanaja, and discussions with their parents, the parents accepted for the withdrawal of the complaint. Both the students were given strict warning.

The committee has resolved to close the issue as parents have compromised and also informed that they will be responsible for any incident in future.

Dr.Y.Ramadevi


(Dr.Y.Ramadevi)



Coordinator



CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY (A)
Kokapet(Village), Gandipet, Hyderabad, Telangana-500075 www.cbit.ac.in



COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

41
years

Minutes of the Meeting of Internal Complaints held on 08-2-2020

Members present

- | | |
|---------------------------|--------------|
| 1) Prof N.V.Koteswar Rao. | -Member |
| 2) Prof. Suresh Pabboju | -Member |
| 3) Prof. Y. Ramadevi | -Coordinator |
| 4) Prof K.Krishnaveni | -Member |
| 5) Prof. A. Sandhya Reddy | -Member |
| 6) Dr. C. Srikanth Reddy | -Member |
| 7) Dr. B. V. S. Rao | -Member |
| 8) Ms. Anne violet | -Coordinator |

The committee proposed to invite speakers from different organizations for panel discussions on Womens Day Celebration.

Since there were no issues, the meeting was concluded with vote of thanks by Prof .Y.Ramadevi.


Coordinator



To

The Principal,
CBIT

Sir, Sub : Committee report- CBIT/ICC/2019/01-Reg

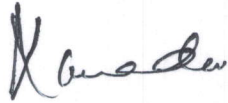
With reference to the complaint received from Vanaja sunki (BE 4/4 ECE) on 5/11/2019, the ICC met on 5/11/2019 at 12.00 noon in Conference Hall. The chairperson (Prof. K. Shyamala) was informed on Phone about the issue and enquiry was conducted by the ICC Members from CBIT.

Members present

- 9) Prof N.V.Koteshwar Rao.
- 10) Prof. Suresh Pabboju
- 11) Prof. Y. Ramadevi
- 12) Prof K.Krishnaveni
- 13) Prof. A. Sandhya Reddy
- 14) Dr. C. Srikanth Reddy

The committee called Vanaja, Anjaneya Prasad and Srinidhi for enquiry. After counselling them , the committee has decided to

5. Take letters narrating the happenings
6. Inform the parents of Vanaja and Anjaneya Prasad about the issue and to meet the committee.
7. Undertaking from Mr. Anjaneya Prasad about dire consequences hereafter.
8. Request Head, ECE Dept for allotting new supervisor/ project for Mr Anjaneya Prasad as the three above said are doing project under same supervisor.



(Dr. Y. Ramadevi)

Coordinator



To
The Principal,
CBIT

Respected Sir

Subject: Submission of report –Complaint of S.Vanaja-reg

A complaint was lodged by Ms. S. Vanaja (160116735082) BE 4/4 ECE VII Semester on 5/11/2019, stating that she was harassed by K.Anjaneya Prasad(160116735091).

Committee meeting Proceedings

- II. A meeting was held on **5/11/2019** at 12.00 in conference Hall .
S. Vanaja was called for discussions. She has given in writing about the harassment. They were friends in the First year, she has observed change in his behavior in VI Semester. She has complained to his mother. After receiving abusive messages , she was forced to complain to the Head of the Department and to ICC.
Mr. Anjaneya Prasad has committed in writing that in inebriated state with the instigation of his friends he had sent the abusive messages in the night.
Ms.Srinidhi , their friend has witnessed many altercations between vanaja and Anjaneya Prasad.
- III. The committee after Counselling both the students, decided to inform the parents of both the students
- IV. Letters were sent to Parents and witnesses on 26/11/2019 asking to appear before the Enquiry committee on 30/11/2019.
- V. Ms. S. Vanaja and K.Anjaneya Prasad gave letter for withdrawal of Complaint on 29/11/2019
- VI. A meeting was held on 30/11/2019, as parents were not present , they were asked to come with Parents on 2/12/2019.
- VII. A meeting was held on 2/12/2019 at 2.30 PM . K. Sowbhagya (Mother of K. Anjaneya Prasad) and S.Pravanth (brother of S. Vanaja) were appraised about the issue. The committee asked S.Pravanth to bring an authorization letter from S. Ravinder Reddy for his representation.
- VIII. A meeting was held on 23/12/2019 at 2.00 PM .
 - a. S.Ravinder Reddy father of S. Vanaja was informed about the incident.
 - b. S. Ravinder Reddy, S. Vanaja, S. Pravanth and Anjaneya Prasad have informed the committee about the withdrawal of the complaint and parents will be responsible if any incident occurs.

Based on the withdrawal of complaint by S.Vanaja, and discussions with their parents, the parents accepted for the withdrawal of the complaint. Both the students were given strict warning .

The committee has resolved to close the issue as parents have compromised and also informed that they will be responsible for any incident in future.

Yours Sincerely

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)
GANDIPET, HYDERABAD

Minutes of Meeting held on 5/11/2019

CBIT- Internal Complaints Committee meeting was held on 5/11/2019 at 12.00 AM in Conference Hall .

Agenda:

1. Complaint received from S.Vanaja
2. Any other items with the permission of the Chair.

Members Present

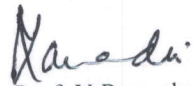
1. Prof. N. V. KoteswaraRao, Director – Academics, CBIT
2. Prof. Suresh Pabboju Head, Dept. of IT & IQAC Co-ordinator, CBIT
3. Prof. Y. Rama Devi, Prof., Dept. of CSE.
4. Prof. K. Krishnaveni, Director - Students Progression, CBIT
5. Prof. A.Sandhya Reddy, Member
6. Dr. C. Srikanth Reddy, Library & Information Centre & Chief warden

Prof. N.V. Koteswara Rao has presided over the meeting in the absence of Prof. K. Shyamala, Chairperson of CBIT_ICC.

The committee enquired about the incident with S.Vanaja K. Anjaneya Prasad and Srinidhi. Letters were taken from them regarding the incident

The committee resolved

1. To communicate about the issue to the parents and ask them to meet committee.
2. To request ECE Hod to allot different project guides.


(Prof. Y. Ramadevi)
CBIT_ICC





CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY (A)

01.01.04.2021

INTERNAL COMPLAINTS COMMITTEE

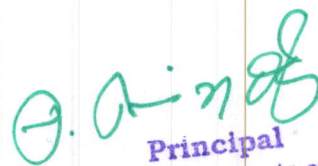
1.	Dr. K. Krishnana Veni, Director-Academics	Chairperson
2.	Dr. T. Raina Reddy, Assoc. Prof., Dept. of Mecht. Engg.	Member
3.	Sri K. Sudarshan Reddy, Asst. Prof., Dept. of ECE	Member
4.	Smt. A. Sangeetha, Asst. Prof., Dept. of CSE	Member
5.	Sri I. Balakrishna, Asst. Prof., Dept. of Chem. Engg.	Member
6.	Dr. C. Vijaya Laxmi, Asst. Prof., Dept of Biotechnology	Member
7.	Mrs. B. Anne Violet, Head-HR	Member
8.	Sri. M. Shiva Reddy, Liaison Officer	Member
9.	Smt. K. Vasantha Lakshmi, Lab Assist, Dept. of Civil Engg.	Member
10.	Mrs. K. Madhavi, Programmer, Dept. of IT	Member
11.	Dr. E. Jaye Sree, Kakatiya Foundation, NCO	Member
12.	Mr. M. Shiva Reddy, Liaison Officer	Member
13.	Student Representative from UC	Member
14.	Student Representative from UC	Member
15.	Student Representative from PG	Member
16.	Dr. K. Lakshmi, Head, Dept. of Chemistry	Convener


Dr. G. P. SARADHI VARMA
PRINCIPAL

Chaitanya Bharathi Institute of Technology (A)
Chaitanya Bharathi (PO), Kokapet (M), Gandipet (M),
Rangareddy District, Hyderabad - 501 075, Telangana, India
040-24193276, 79, 80



Attested by



Principal
Chaitanya Bharathi Institute of Technology
(Autonomous)
Gandipet, Hyderabad-500 075.

MINUTES OF INTERNAL COMPLAINTS COMMITTEE FIRST MEETING -12th May 2021 at 10.30 am

A meeting is convened on 12th May 2021 at 10.30 am to coordinate the activities of internal Complaints committee

The meeting started with a welcome note by the Convener .

The Chairperson of the committee Professor K. Krishnaveni and other members of the committee were introduced and welcomed

The composition of the internal Complaints committee is

1. Prof. K. Krishnaveni Chairperson
2. Dr. T. Ratna Reddy Associate Professor Dept of Mech Engineering
3. Sri. K. Sudarshan Reddy Assistant Professor, Dept of ECE
4. Smt A. Sangeetha, Assistant Professor , Dept of CSE
5. Sri. I. Balakrishna, Assistant Professor , Dept of Chemical engineering
6. Dr. A. Vijayalakshmi, Assistant Professor, Dept of Biotechnology
7. M. B. Annie Violet, Head, HR
8. Sri. M. Shiva Reddy Liaison officer
9. Smt. Vasantha Laxmi, Lab Assistant , Dept of Civil engineering
10. Prof. K. Laxmi Head Department of Chemistry convener
11. Chaitanya student representative UG
12. Sai Kiran student representative UG
13. Ms. Manasa student representative PG

The Chairperson of the committee Professor K. Krishnaveni addressed all the members

Madam briefly discussed about the ongoing activities of the committee and some of them are as follows

- to act as enquiry authority on a complaint of sexual harassment
- To ensure that the victims and witnesses are not victimized or discriminated because of their complaint
- to take proactive measures towards sensitization of staff, students, faculty members

of CBIT on Gender issues

- to discharge any other functions as ~~the~~ act

Madam also highlighted when to act, how to act and who is supposed to act
Madam explained that one of major responsibility of the committee is to handle the situation when any complaint of sexual harassment is received and what action can be taken against the offender.

As per Annie Violet Madam the main role of internal Complaints committee is to protect women at work place and it is decided to create a mail ID which will provide the facility to post the Complaints.

3. Based on this it is resolved by the Chairperson to share all the roles and responsibilities of the committee among ~~the~~ members

4. the tenure of the members in the committee will continue till further orders

5. It is decided by the Chairperson that the meeting will be conducted monthly once preferably in the second week

The meeting ended with a vote of Thanks




CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY (A)

Dr.15.07.2021

INTERNAL COMPLAINTS COMMITTEE

1.	Prof. K. Krishnaveni, Director Academics	Chairperson
2.	Dr. T. Ratna Reddy, Assoc. Prof., Dept. of Mech. Engg.	Member
3.	Sri K. Sudarshan Reddy, Asst. Prof., Dept. of ECE	Member
4.	Smt. A. Sangesha, Asst. Prof., Dept. of CSE	Member
5.	Sri I. Balakrishna, Asst. Prof., Dept. of Chem. Engg.	Member
6.	Dr. G. Vijaya Laxmi, Asst. Prof., Dept. of Biotechnology	Member
7.	Mrs. B. Anne Violet, Head-HR	Member
8.	Sri. M. Shiva Reddy, Liaison Officer	Member
9.	Smt. K. Vasantha Lakshmi, Lab Assist., Dept. of Civil Engg.	Member
10.	Mrs. K. Madhavi, Programmer, Dept. of IT	Member
11.	Dr. D. Jaya Sree, Kakatiya Foundation, NGO	Member
12.	Mr. M. Shiva Reddy, Liaison Officer	Member
13.	Student Representative from UG	Member
14.	Student Representative from UG	Member
15.	Student Representative from PG	Member
16.	Prof. K. Laxmi, Head, Dept. of Chemistry	Convener


Prof. P. RAVINDER REDDY
PRINCIPAL

