



**SIDDARTHA INSTITUTE OF SCIENCE AND TECHNOLOGY: PUTTUR
(AUTONOMOUS)**

INTERNAL COMPLAINTS COMMITTEE

Functions & Responsibilities:

1. The Cell shall process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
2. The Cell may form / review the guidelines / policy for redressal of the complaints as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.
3. Maintain the data of complaints received and resolved.
4. Conduct awareness program among students for well behaviour in the institution.
5. The Cell will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
6. The Cell will provide assistance to the Faculty / Institute for taking preventive steps in the matter of gender discrimination and sexual harassment.

Composition of the committee

1. Principal – Chair Person
2. Two Senior faculty Coordinator (one must be women)
3. Coordinator – Grievance and redressal cell
4. Coordinator – Discipline committee
5. Coordinator - Women protection cell