

INTERNAL COMPLAINTS COMMITTEE -2024-25

Purpose

To prevent and address complaints of sexual harassment and ensure a safe, respectful, and inclusive environment for all students, faculty, and staff in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Functions

- Receive and investigate complaints related to sexual harassment
- Conduct inquiries and recommend appropriate action
- Maintain confidentiality and sensitivity throughout the process
- Organize awareness and sensitization programs
- Submit annual reports to the principal and statutory bodies
- Ensure compliance with UGC and government guidelines
- Provide support and counselling to affected individuals

Objectives

- **Zero Tolerance Policy**
Promote a harassment-free campus culture.
- **Fair & Confidential Redressal**
Ensure impartial and discreet handling of complaints.
- **Awareness & Prevention**
Educate stakeholders on rights, responsibilities, and reporting mechanisms.
- **Support & Rehabilitation**
Provide emotional and procedural support to complainants.
- **Legal Compliance**
Align institutional practices with national legislation and UGC mandates.

Committee Composition

| S. No. | Name | Designation | Role in Committee |
|--------|----------------------|---|------------------------|
| 1. | Dr. Ch. Mallikarjun | Principal | Chairman |
| 2. | Mrs. P.V. Padmavathi | Administrative Officer | Member |
| 3. | Ms. B. Sravani | Faculty – MBA | Member |
| 4. | Mrs.T.Gouri | Faculty – H&S | Member |
| 5. | Ms. SK.Dilshad | Faculty – CE | Member |
| 6. | Mrs.T.Deepthi | Student Affairs Coordinator | Coordinator |
| 7. | Ms. R. Haritha | Student – Final Year EEE | Student Representative |
| 8. | Ms. P. Keerthana | Student – Final Year CYBER | Student Representative |
| 9. | Mrs. S. Jyothi | NGO Representative (External Member) | External Member |

Meeting Frequency

- **Biannual Meetings:** One at the start of the academic year and one mid-year
- **Emergency Meetings:** Convened immediately upon receiving a formal complaint

Reporting & Documentation

- **Minutes of Meeting (MoM):** Recorded for every meeting with attendance, agenda, and resolutions
- **Complaint Logs:** Maintained confidentially with timelines and outcomes
- **Annual Reports:** Submitted to Principal and statutory bodies
- **Awareness Records:** Documentation of sessions, posters, and outreach efforts
- **Compliance Files:** Records of legal and procedural adherence