INTERNAL COMPLAINTS COMMITTEE -2025-26

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 CSE	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

Principal

PRINCIPAL
A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)
PETLURIVARIPALEM,
NARASARAOPET (MD), PALNADU (DT) - 522601