

NRCM/IC/2022/01

Date: 03.08.2022

Internal Committee

Internal committee is constituted as per the guidelines of UGC, NAAC and the Supreme Court, the college has formed Internal Complaint Committee (ICC) to establish an environment in the college campus, free from all kind of Gender inequality, sexual harassment and abuse with the following members for the academic year 2022-2023. The convenor and the members are hereby informed to take necessary measures to fulfill the primary function and responsibilities as specified.

Functions and Responsibilities:

S.No	Name of the Member	Category	Designation/ Department
01	Prof. N Sai Kiranmai	Presiding Officer	Prof – H&S
02	Mrs. Simhana Devi.D	Member	Asst. Professor-ME
03	Dr. N Srinivasa Rao	Member	Assoc. Prof – CSE
04	Mrs. Padma Priya	Member	NRCM, Admin Dept.
05	Dr. Usha Rani	External Member	Psychologist Counsellor
06	Ms. K Siri	Member	Student
07	Ms. B Akshaya	Member	Student
08	Ms. A Deepika	Member	student
09	Mr. Santosh Kumar	External Member	Advocate

Objectives of the ICC:

1. To ensure the campus free from all kinds of gender inequality.
2. To ensure safe working environment to women at the Institution.
3. To ensure gender equality of women in relation to work.
4. To ensure protection, safety and security of women workforce.
5. To curb the possibility of any kind of sexual harassment and abuse.
6. To ensure zero tolerance policy in the matter of sexual harassment and abuse.
7. To develop proper awareness among all on gender equality and sensitiveness.

Functions of the Internal Committee: -

1. Meeting will be conducted at the earliest if any complain is received regarding any kind of sexual harassment or abuse.
2. Complainant is allowed to approach to any member of the committee via emails or telephone & through letter of complaint.
3. Complainant will get full support and cooperation from the committee.
4. An enquiry will be made by the members of the committee at the earliest after getting the complain.
5. A preliminary report of the incidents will be prepared and will be submitted at least within seven days of receiving complain to the members of the Committee.
6. Entire enquiry of the incident will be completed within 90 days of the incident.



PRINCIPAL

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NARASIMHA REDDY ENGINEERING COLLEGE
Survey No: 518, Maisammaguda (V), Dulapally (P),
Medchal (M), Medchal Dist, Hyderabad-500109

Copy to:

1. All the members of the committee.
2. All HODs.
3. Office File.



OFFICE OF THE PRINCIPAL

NRCM/CIR/IC/2022-23

Date:22.11.2022

CIRCULAR

This is to inform all the IC members to gather in Principal Office on 25.11.2022 at 3.00pm to discuss the following agenda All the members are requested to attend the meeting without fail.

Agenda of the meeting:

1. Introduce new members of the committee.
2. Plan to schedule the events in 2022-2023.


IC Convener


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Copy To:

1. All members of the committee
2. IQAC

Cc to : The Chairman - for kind information



MINUTES OF INTERNAL COMMITTEE

**MINUTES OF INTERNAL COMMITTEE MEETING HELD ON
25.11.2022 IN THE PRINCIPAL OFFICE AT 3.00PM FOR THE
ACADEMIC YEAR 2022-2023.**

The following members were present:

S.No	Name of the Member	Category	Designation/ Department
01	Prof. N Sai Kiranmai	Presiding Officer	Prof – H&S
02	Mrs. Simhana Devi.D	Member	Asst. Professor-ME
03	Dr. N Srinivasa Rao	Member	Assoc. Prof – CSE
04	Mrs. Padma Priya	Member	NRCM, Admin Dept.
05	Dr. Usha Rani	External Member	Psychologist Counsellor
06	Ms. K Siri	Member	Student
07	Ms. B Akshaya	Member	Student
08	Ms. A Deepika	Member	student
09	Mr. Santosh Kumar	External Member	Advocate

Agenda:

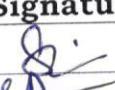
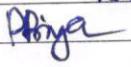
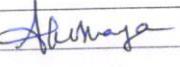
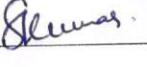
1. Conduct Awareness drive for all the learners of undergraduate and post graduate about IC.
2. 2023 celebrations of International Women's Day.
3. Women's mental health programme by Dr. Usha Rani
4. Cancer Awareness Camp in association with Lions Club, Hyd.
5. Free Medical camp for all the Lady Teaching and Non Teaching Staff .
6. Action taken on complaints received, if any.

Minutes:

The principal welcomed all the members and explained the purpose and significance of the cell. Principal instructed the members to make an action plan for the year 2022-2023 to ensure the safety of the students in the campus. The cell took the following decisions too.

1. To make girl students / female faculty aware about the functions and guidelines of the IC.
2. Aware them the procedure to lodge complaints if they have any problems regarding women harassment.
3. Decided to give the information about the anti-sexual harassment during the induction programme to girl students.
4. Discussions were held on which information was to be uploaded on the web page and it was resolved that the following be uploaded.
 - a) The women at work place (prevention, prohibition &redressal) ACT 2013.
5. The committee noted that no complaint of sexual harassment has been received yet.

Members Attended:

S.No	Name of the Member	Category	Signature
01	Prof. N Sai Kiranmai	Presiding Officer	
02	Mrs. Simhana Devi.D	Member	
03	Dr. N Srinivasa Rao	Member	
04	Mrs. Padma Priya	Member	
05	Dr. Usha Rani	External Member	
06	Ms. K Siri	Member	
07	Ms. B Akshaya	Member	
08	Ms. A Deepika	Member	
09	Mr. Santosh Kumar	External Member	


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