



NARSIMHA REDDY ENGINEERING COLLEGE

Maisammaguda (V), Dhulapally Post, Near Kompally, Secunderabad -500 100. TS

(Approved by AICTE, New Delhi, Affiliated to JNTUH, Hyderabad).

UGC AUTONOMOUS

NRCM/ICC/2021

Date:12.08.2021

Internal Complaints Committee

Internal Complaints Committee is formed with the following members.

S. No.	Name of the Member	Position	Designation/Department
1	Prof. N.Sai Kiranmai	Chairperson	HOD - H&S
2	Mrs.K.Lakshmi	Member	Asst.Professor-ECE
3	Prof.A.Sravanthi	Member	Asst. Professor -CSE
4	Dr.Usha Rani	Member	Counseling Psychologist

Functions:-

To effectively address workplace sexual harassment complaints, a Complaints committees must first be aware of their key responsibilities. some of which are highlighted below.

1. Be thoroughly prepared
2. Know the Act, Policy and/or relevant Service Rules.
3. Gather and record all relevant information, documents
4. Determine the main issues.
5. Create an enabling meeting environment
6. Use body language that communicates complete attention to the parties.
7. Treat the complaint with respect.
8. Discard pre-determined ideas.
9. Determine the harm.

Duties of the ICC:-

Redressal of Complaints filed	i) Within the scope of the laws. ii) With fairness and without bias. iii) Within the time period of 90 days.
Awareness workshops/activities	To educate all employees of the institute about: i) Sexual harassment at workplace, its effects and laws against it. ii) Filing a complaint with the ICC
Annual Report	i) Summary of the actions of ICC and the employer for complaints filed. ii) To be submitted by the employer to District Officer/Women's commission. iii) To be uploaded on institute website.

PRINCIPAL
NARSIMHA REDDY ENGINEERING COLLEGE
Survey No. 518, Maisammaguda (V), Dhulapally (P),
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