Maisammaguda (V), Dhulapally (P)
Near Kompally, Medchal (M), Secunderabad - 500 100.
Email: nrengineeringcollege@gmail.com, principal@nrcmec.org
Ph:9949092454,9000995454 www.nrcmec.org

NARSIMHA REDDY ENGINEERING COLLEGE
UGC AUTONOMOUS
Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad
Accredited by NAAC with 'A' Grade & NBA, UGC 2(f) & 12(B)

NRCM/IC/2025/01 Date: 01.08.2025

Internal Committee

Internal committee is re-constituted as per the guidelines of AICTE. The college has formed Internal Committee (IC) 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 2025-2026. The Presiding Officer and the members are hereby informed to take necessary measures to fulfill the primary function and responsibilities as specified.

Members of the Committee

S.No	Name of the Member	Category	Designation/ Department
01	Dr. N Kavitha	Presiding Officer	Professor - CSE
02	Prof. N Sai Kiranmai	Member	HOD-FME
03	Dr. P Venkat Rao	Member	Professor – FME
04	Mrs. Padma Priya	Member	NRCM, Admin Dept.
05	Dr. Usha Rani	External Member	Psychologist Counsellor
06	Mr. Santosh Kumar	External Member	Advocate
07	Ms. P Vyshnavi	Member	Student
08	Ms. M Sneha	Member	Student
09	Ms. K Deepika Sai	Member	Student

Objectives of the IC:

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.

NARSIMHA REDDY ENGINEERING COLLEGE AUTONOMOUS NRCM

NRCM
ESTD : 2007

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Functions & Responsibilities of the Internal Committee: -

1. Conduct workshops, sensitization programs, and awareness campaigns to prevent harassment.
2. Advise the employer on workplace policies that promote respect and equality
3. Receive and acknowledge complaints of sexual harassment from employees.
4. Conduct fair, impartial, and timely inquiries into complaints, examining witnesses and evidence.
5. Uphold principles of natural justice, ensuring both parties are heard
6. Ensure strict confidentiality of proceedings, protecting the identity of complainant, respondent, and witnesses if necessary.
7. Suggest appropriate disciplinary action or remedies to the authorities based on inquiry findings.
8. Submit annual reports to the relevant authorities on cases handled

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PRINCIPAL

PRINCIPAL
NARSIMHA REDDY ENGINEERING COLLEGE
UGC AUTONOMOUS
Sy.No. 518, Maisammaguda (V), Dhulapally (P)
Medchal (M & Dist.), Hyderabad-500100

Copy to:

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

NRCM
ESTD : 2007

OFFICE OF THE PRINCIPAL

NRCM/CIR/IC/2025-26 Date:11.08.2025

CIRCULAR

This is to inform all the IC members to gather in Principal Office on 12.08.2025 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 2025-2026.

IC PRESIDING OFFICER

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 12.08.2025 IN THE PRINCIPAL OFFICE AT 3.00PM FOR THE ACADEMIC YEAR 2025-2026.

The following members were present:

S.No	Name of the Member	Category	Designation/ Department
01	Dr. N Kavitha	Presiding Officer	Professor - CSE
02	Prof. N Sai Kiranmai	Member	HOD-FME
03	Dr. P Venkat Rao	Member	Professor – FME
04	Mrs. Padma Priya	Member	NRCM, Admin Dept.
05	Dr. Usha Rani	External Member	Psychologist Counsellor
06	Mr. Santosh Kumar	External Member	Advocate
07	Ms. P Vyshnavi	Member	Student
08	Ms. M Sneha	Member	Student
09	Ms. K Deepika Sai	Member	Student

Agenda:

1. Conduct Awareness drive about IC.
2. Medical Camp for women's mental health.
3. Digital Initiative program for Cancer Awareness
4. 2026 celebrations of International Women's Day.
5. 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 2025-2026 to ensure the safety of the students in the campus. The cell took the following decisions too.

1. Awareness Drive

The committee resolved to conduct an awareness drive about the Internal Committee's role and grievance redressal mechanisms to all newly admitted students

2. Women's Mental Health Programme

- A session will be organized focusing on stress management, emotional well-being, and counseling support.

- Suggested collaboration with a mental health professional.
- A free medical camp will be arranged for all lady teaching and non-teaching staff.
- Services to include general health check-ups and consultations.
- Medical team to be invited from a local hospital.

3. Cancer Awareness Program

- The committee approved to conduct digital awareness initiative for Cancer awareness.
- Focus on educating viewers about early detection, preventive measures and basic self-awareness metrics.

4. International Women's Day 2026 Celebrations

- Proposed theme: "Empowerment Through Awareness and Action".
- Activities to include panel discussions, cultural programs, and guest lectures.

5. Action Taken on Complaints

- No complaints were lodged till now
- No pending cases remain unresolved.

Members Attended:

S.No	Name of the Member	Category	Signature
01	Dr. N Kavitha	Presiding Officer	
02	Prof. N Sai Kiranmai	Member	
03	Dr. P Venkat Rao	Member	
04	Mrs. Padma Priya	Member	
05	Dr. Usha Rani	External Member	
06	Mr. Santosh Kumar	External Member	
07	Ms. P Vyshnavi	Member	
08	Ms. M Sneha	Member	
09	Ms. K Deepika Sai	Member	

IC PRESIDING OFFICER